

**Established in 1957 by Father Gerald Phee and the Sisters of Divine Providence, Saint Pius X proudly celebrated its 50<sup>th</sup> Anniversary during the 2007 – 2008 school year. When it first began, Saint Pius X was a small school of only a first, second and third grade built within a community featuring a barn that doubled as a church. Through the years, however, the church school community has grown and prospered to its current size, featuring seven buildings on a spacious campus.**

**Saint Pius X offers a fully accredited Pre-K through 8<sup>th</sup> Grade Catholic education, and features active parent groups, a dedicated faculty and a strong parish community. It is recognized by the United States Department of Education as a Blue Ribbon School, an award that “honors public and private K-12 schools that are either academically superior in their states or that demonstrate dramatic gains in student achievement.”**

**Saint Pius X is first and foremost a Catholic school and embraces the Catholic traditions of mass, personal prayer and stewardship. Students experience daily prayer within their classrooms and weekly mass with the entire school community. In keeping with the Catholic tradition, all students, regardless of race or religion, are invited to attend and learn within our community. To this end, the school consists not only of students from Saint Pius X Parish, but also students from other parishes and different faith traditions.**

**Saint Pius X Church School Community is dedicated to the education of its students in the faith through rigorous academic standards and appropriate service opportunities. It is our firm belief that the seeds of greatness are planted at Saint Pius X, and that it is our privilege as educators in the faith to water and sustain them.**

**While all handbooks attempt to be a comprehensive guide to school policies and information, Saint Pius X acknowledges that the changing nature of education and the need to adjust to trends, problems and movements can result in changes which may not be listed within these pages. To this end, the most comprehensive informational documents will always be available on our website at [www.spxtulsa.org](http://www.spxtulsa.org) or in the main office. In addition, we will always mail updates to enrolled students and their parents as soon as they become available.**

**Please know we maintain an open door policy, and we are ready to help answer any questions that you may have involving school policy or regulations. Above all, know that the faculty, staff and administration stand ready to serve and minister to you in any way we can. Welcome to our school!**

**Lisa Beardshear, Principal  
Theresa Adams, Assistant Principal**

## **MISSION STATEMENT**

**Our mission is to promote personal responsibility and academic excellence within a Catholic community.**

## **COMMUNITY RELATIONSHIP**

**Parents are the first and primary educators of their children.**

**To this end, the responsibility of the school is to provide a Catholic education to its students and help parents in their duty to raise moral, educated Catholics.**

**It is important that the examples set at home and school are consistent; to this end, teachers are held to the highest standard in terms of their academic, moral and ethical examples. Just so, parents are expected to provide the type of basic training in manners and decorum that allow children to function and learn within a controlled setting.**

**It is essential that students understand the relationship between home and school. Just as the school must reinforce the values taught by the parents, so too must the parents support that values taught by the school. To this end, it is very important that any disagreements about methods, educational topics or religious matters be handled promptly and appropriately. This should first be done by setting up meetings with the teachers involved, and then the principal and pastor as necessary.**

**The church school community is what makes Saint Pius X both unique and great. It requires a constant commitment from parents, faculty and students to guarantee that this community can grow and prosper as it should. Therefore, the faculty, staff and administration of Saint Pius X School resolve to provide the right type of atmosphere to allow all students the ability to grow and prosper as they should. We trust and expect the parents and students enrolled to do the same.**

## **GOALS**

### **Religious**

**The spiritual goal of Saint Pius X School is to encourage each person in the school community to develop a love for God through an understanding of the Catholic faith and to apply this learning to their own spiritual formation.**

**The processes to reach this goal include:**

- 1) Supporting parents in their role as the primary educators of their children and enriching the moral, intellectual and spiritual knowledge that those parents convey;**
- 2) Transmitting the teachings, traditions and values revealed in the Gospels and espoused in the Catholic faith through the implementation of a Catholic curriculum in conjunction with the consistent modeling of Catholic behavior by faculty and staff;**
- 3) Providing opportunities through which students can engage in a life of stewardship**

through the identification and use of their time, talent and treasures;

- 4) Offering opportunities that allow the development of a moral conscience that will allow the student to discern responsibly when faced with ethical and moral issues;
- 5) Promoting a community atmosphere that fosters familial growth and formation within the Catholic tradition.

### **Academic**

The academic goal of Saint Pius X School is to provide a challenging but fostering intellectual environment that allows all students, regardless of age or ability, to meet or exceed the standards provided by the State of Oklahoma to measure school effectiveness.

The processes to reach this goal include:

- 1) Partnering with parents to provide a holistic educational experience that features parental reinforcement of concepts taught at school;
- 2) Creating a structure for learning that is responsive to the ever changing needs of both the teachers and the students and is grounded in the latest educational research and theory;
- 3) Providing a curriculum that challenges individual potential while respecting individual difference while mastering the skills necessary to be successful in reading, writing, science, mathematics and the humanities;
- 4) Fostering an academic atmosphere that acknowledges the uselessness of knowledge without an understanding of the moral, social and ethical principles that allow the student to apply that knowledge, and giving students the tools necessary to be able to best discern God's call within their own unique academic context.

### **Developmental**

The developmental goal of Saint Pius X School is to engender socially responsible, mature, distinctly Catholic citizens who understand their own intrinsic value as a member of the universal Church, as well as the value and importance of each and every person they encounter throughout the Body of Christ.

The processes to reach this goal include:

- 1) Providing programs that focus on the latest developments in moral education and moral development and encouraging parents and faculty to promote these values in their daily lives and in interaction with the students;
- 2) Ensuring that students accept responsibility for all of their actions, positive or negative, by providing clear consequences for negative behavior and clear rewards for positive;
- 3) Fostering a patriotic respect for both civil and religious rights that acknowledges individual differences and respects differing opinions, and allowing students to have opportunities to practice this respect and responsibility to people in need within the community;

- 4) Developing an appreciation for how effort can directly impact achievement within the classroom specifically, but also throughout the daily chores and tasks that students must undertake.

### **Physical**

The physical goal of Saint Pius X School is to foster a respect for the dignity of life in all its forms, and to provide students with the means to understand and engender a healthy lifestyle in their nutrition, social and moral choices.

Objectives to reach this goal include:

- 1) Enabling students to participate in a curriculum that fosters respect for the human body and explains practices and activities necessary to live an active, healthy lifestyle;
- 2) Ensuring that instruction on health and fitness enumerates the Catholic beliefs and teachings about respecting the dignity of human life in all of its forms, as well as personal respect for one's body;
- 3) Allowing students time to be active in play and in instruction through scheduled recess and physical education classes.

### **RESPONSIBILITIES**

Our philosophy and mission dictate that the administration, faculty and parents cooperate closely in all phases of the student's development. To ensure that St. Pius X School is a rewarding and beneficial experience for your child, we ask parents and students to accept the following responsibilities:

#### **Parents**

1. To be a support in the faith and moral education provided by the school by regularly attending religious ceremonies, living Gospel values and attending meetings, sporting events, club activities or other gatherings where your child is participating;
2. To communicate with the school administration and faculty about the needs of your student and to respond to any communication which may come from the school;
3. To support the faculty and administration in discipline and developmental matters;
4. To provide adequate time and assistance with student school and homework;
5. To offer time whenever possible to support school and church events, and to maintain a positive attitude when describing the church school community to others;
6. All Saint Pius X families will be required to sign up for the FACTS tuition management system. If you have questions regarding FACTS, please call the

**business office.**

7. **To acknowledge the privilege that is Catholic education by meeting financial responsibilities in a timely manner and supporting all campaigns through prayer first and whatever other methods possible.**

### **Students**

1. **To actively show your faith by: respecting the Eucharist, participating in the prayer and social life of the church school community, and treating classmates, teachers and visitors with the respect they deserve;**
2. **To follow school rules at all times;**
3. **To always submit work that showcases your best effort and ability;**
4. **To be responsible for assignments, actions and beliefs and accept consequences for actions that harm or help the community;**
5. **To treat community property, such as school books, school buildings, or the campus, with respect;**
6. **To be positive examples of Saint Pius X students in all interactions with people both inside and outside of the church school community.**

### **Administration/Faculty**

1. **To teach, model and live the Catholic faith;**
2. **To partner with parents in the moral, social and academic development of their children by providing an atmosphere that allows students to discover and implement their God-given gifts and talents;**
3. **To provide opportunities for prayer and service, and to encourage students to develop a personal faith life;**
4. **To educate students within a strong academic community that meets or exceeds all diocesan and state standards and strives to integrate Catholic values;**
5. **To ensure that all students are treated with respect and dignity through the application of discipline, rewards and incentives;**
6. **To treat their service within the school as a ministry and a vocation more than a mere job;**
7. **To respect the privacy of all parents and students through the adherence to a strict privacy policy.**

## SCHOOL INFORMATION

To see any changes or addendums, please contact the school office or visit our website at [www.spxtulsa.org](http://www.spxtulsa.org)

### Important Numbers:

School Office	627-5367
Parish Office	622-4488
To Report Absences	627-5367 or <a href="mailto:msmith@spxtulsa.org">msmith@spxtulsa.org</a>
Fax Number	627-6179
E-mail Lisa Beardshear - Principal	<a href="mailto:lbeardshear@spxtulsa.org">lbeardshear@spxtulsa.org</a>
Theresa Adams – Asst. Principal	<a href="mailto:tadams@spxtulsa.org">tadams@spxtulsa.org</a>
Beth Krukowski - Secretary	<a href="mailto:bkrukowski@spxtulsa.org">bkrukowski@spxtulsa.org</a>
Mary Smith - Secretary	<a href="mailto:msmith@spxtulsa.org">msmith@spxtulsa.org</a>

### Daily Schedule – Preschool

7:30-7:45	Supervised care
7:45-8:00	Arrival
8:00	Class begins
11:00-12:00	Lunch/Quiet Time
2:00	Dismissal
2:00-3:00	Supervised care

### Daily Schedule – K-8

7:30-7:45	Supervised care available in the cafeteria. (NO STUDENT SHOULD BE ON CAMPUS UNSUPERVISED BEFORE 7:30 AM)
7:45-8:00	Students are invited into the classroom to prepare for the day.
8:00-8:10	School prayer and announcements commence (Students are considered tardy after 8:00 A.M. and should report to the school office).
8:10	Classroom instruction begins.
11:00-1:20	Lunch is served in the cafeteria. Classes have approximately 20 minutes to eat lunch and a 20-minute recess.
12:00-1:20	Classes resume.
2:55-3:00	Final announcements and prayer.

### Daily Schedule – Office

7:30 – 3:30	Walk-ins are always welcome, but appointments are encouraged to ensure that an adequate amount of time may be spent on questions, comments or concerns. Appointments may be scheduled outside of school hours should such arrangements be necessary.
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### Email Addresses

Due to the changes in faculty and marital status that happen each year, the most up-to-date email addresses can be found on our website. Email addresses are created with the first letter of the teacher or staff member's first name followed by their last name @spxtulsa.org. For example, Lisa Beardshear would be [lbeardshear@spxtulsa.org](mailto:lbeardshear@spxtulsa.org).

## SPECIFIC POLICIES

### Academics

#### Curriculum

Saint Pius X School follows the diocesan curriculum guide for elementary schools. Teachers coordinate within the school to ensure that students will meet or exceed all of the curriculum goals by the time they graduate eighth grade. Furthermore, the middle school endeavors to meet or exceed all expectations and requirements for an incoming freshman at Bishop Kelley High School.

Students receive extensive instruction in the following subjects:

Mathematics	Science	Social Studies	Language Arts
Literature	Art	Music	Computers
Spanish	Physical Education	Religion	Technology

In addition to this, sixth through eighth grade students participate in the Synergistic Laboratory where they learn the basics of flight technology, rocketry, applied physics, radio broadcasting, home, bridge and tower design, biotechnology, electrical systems and robotics. These students also have access to the Saint Pius Language Lab, an area where they can self study a total of 37 different languages.

The textbooks employed by the school meet or exceed all curriculum guidelines and are reviewed and replaced on a five-year cycle. An annual fee is charged to defray the considerable cost of these reviews and replacements.

Saint Pius also provides a Wellness Program featuring a school counselor and a tutoring program.

#### Testing

IOWA Tests are taken each February. These results are sent to parents in regards to their student. For a more complete list of results, including school scores and their relationship to other local schools, please contact the school office.

#### Confidentiality

Saint Pius X respects the right to student and parental privacy at all times. Personal information, including phone numbers, addresses, email addresses, and place of employment will not be released without authorized consent. Any parent wishing to avoid having their information published in the school directory may do so by informing the office.

In addition, the school requires written consent of the parent before releasing any personally identifying information including, but not limited to:

1. Any records directly related to the student, such as cumulative, health, financial and attendance records;
2. Testing records, such as academic, social or developmental results;
3. Any discipline records or incidents documented by the school.

Court orders, state statutes (including those governing truancy) or other legally binding documents may supersede these policies. Parents will be informed of the release of information in these circumstances.

Unless otherwise requested, Saint Pius X will release records to either parent at any time.

### Grading Scale and Report Cards

The grading scale used at Saint Pius X School is as follows:

Grade	Percentage	Meaning
A	90 – 100	Excellent Work
B	80 – 89	Above Average Work
C	71 – 79	Average Work
D	65 – 70	Below Average Work
F	65 and below	Work fails to meet expectations

Report cards are issued at the end of each quarter, but may be held if the student is in default of fines, cafeteria fees, tuition payments or other fees. Progress reports are available weekly for students in middle school and on a regular basis for those students in kindergarten through fifth grade. If further oversight is needed, parents may arrange alternative means of accountability with individual teachers and the administration if necessary.

If a student misses work near the end of a quarter, they may be issued a grade of “incomplete” (denoted with a “I” on the report card) in lieu of being unjustly penalized for late work. An incomplete grade will revert to the previous grade if the missing work is not completed within the timeframe set by the teacher and administration.

All grading and reports are available through TeacherEase. A link for parents is available on the school website.

### Promotion/Retention

Promotions and retentions are based on a comprehensive evaluation of the student’s academic, physical, social and emotional growth. All students who meet the academic and attendance requirements of the school will be automatically promoted to the next grade level. Retention is only considered in a limited number of situations which include, but are not limited to:

- developmental issues, either social, physical or mental

- excessive absences
- failure to meet grade level requirements, skills or concepts

Students who fall into one of these categories may be conditionally promoted should they meet the goals outlined by the teacher and approved by the administration.

### Homework

Homework is designed to strengthen and review skills learned in class, to encourage good study habits, and to allow students to explore and extend material presented in the classroom. Parental involvement in homework and the educational process is directly correlated to student performance, and thus parental assistance is essential when establishing good study and homework habits, as well as developing intellectual capacity.

Although the amount of homework will vary due to many different circumstances including absences, special events at school, amount of class time available to work and difficulty of the assignment, teachers follow the following guidelines for assigning homework. Please note that these times are weekly averages and thus may be more or less depending schedule.

<b>K</b>	<b>10 minutes daily</b>
<b>1-3</b>	<b>15-30 minutes daily (does not include reading out loud &amp; flash cards)</b>
<b>4-5</b>	<b>30-60 minutes daily</b>
<b>6-8</b>	<b>60-90 minutes daily</b>

Parents who find that their students routinely exceed the amount of time listed above should contact the teacher and the administration to discuss methods and procedures that can be used to reduce the burden.

### Late work

Late work in the primary grades will result in disciplinary action per the discretion of the teacher. For more information on middle school policies, please see the middle school handbook.

Unless otherwise discussed with a teacher, all work from an expected absence (including vacations) is due when the student returns to class. Missing work due to illness is due within two days of returning to class unless the teacher and student feel that this would be an undue burden. Any work which is not turned in within the timeframes listed above will be subject to the late work policy and will receive a zero.

In order to ensure that students are organized and thus limit late work, students in grades three through eight are required to have an assignment book for tracking homework. Parents may additionally hold students accountable by checking teacher websites or the TeacherEase site for specific assignment information.

If a lost paper is a result of teacher error or some unforeseeable act, the teacher will take all measures to ensure that the student is not penalized for the loss. However, due to state laws regarding academic records and our responsibility, no grade can be given without some type of academic record. If the nature of the assignment requires this record, the student will have ample time to reproduce it without penalty.

### **Conferences**

Parent teacher conferences are held in the fifth week of both the first and third quarter, but may be scheduled at any time for any reason with the teacher (and administration if appropriate).

Parents may further communicate with teachers via email or phone call to the school office. All inquires will be answered within twenty-four hours barring any extenuating circumstances. Although it is permissible to speak with teachers without a scheduled appointment, it is inappropriate to approach them off school grounds or at home about complaints without prior arrangements.

Teachers have the right to decline any meeting which is not scheduled and would interfere with any prior commitment.

### **Extra-Curricular Activities**

Students are encouraged to participate in extra activities. Extra-curricular activities that are sponsored by the school are a privilege and may be subject to eligibility requirements as dictated by the faculty, staff or coordinating volunteer.

Activities and extra-curricular events change from year to year; for a full and current list, please contact the main office or check the website.

### **Field Trips**

Field trips are an educational resource meant to refine, extend or enrich the traditional curriculum. Field trips receive the consent of the administration after review of their educational value. All field trips are subject to eligibility requirements; students who fail to meet the requirements as stated by the faculty, staff or coordinating volunteer will not be allowed to attend. These requirements will be listed when participation forms are sent home; students who fail to produce a signed participation form will not be allowed to attend the field trip.

Parents are encouraged to offer service to the school in the form of driving, chaperoning or otherwise volunteering their time to meet the needs of students and staff alike. As with all activities that involve one-on-one situations with students, all volunteers are required to be VIRTUS trained and to submit to a back ground check.

Due to the size constraints placed upon the school by some of our field trip destinations, the school respectfully requests that relatives, friends or other people do not attend any field trips.

## **Religion and Service**

### **Mass**

All students, regardless of age, participate in mass during Holy Days of Obligation. Beyond these special days, students in the first through eighth grade participate in weekly mass Friday morning. Kindergarten students, who need a period of adjustment following preschool, begin attending weekly masses in October. Preschool students attend special masses as appropriate.

### Religion Classes

All students, regardless of faith, are required to be instructed in the Catholic tradition. Religion classes occur daily for all students and attempt to build not only an understanding of the faith, but also a willful desire to practice and worship within the Catholic context. Students graduating from Saint Pius X will have an understanding of the mass, knowledge of Catholic prayers and how to pray them, and an awareness of the actions necessary to live a vibrant faith life.

### Service Projects

All students are expected to participate in service activities throughout the year. To this end, Saint Pius X offers many opportunities to share time, talent and treasure regardless of age. A full list of service opportunities is available in the school office.

Additionally, students in middle school are required by diocesan curriculum standards to complete service in the following amounts for the following categories:

<b>Grade:</b>	<b>Time per school year:</b>	<b>Category:</b>
6 <sup>th</sup> Grade	12 hours	Home and school community
7 <sup>th</sup> Grade	16 hours	School and parish community
8 <sup>th</sup> Grade	20 hours	Parish and surrounding community

### Daily Procedures

#### Arrival

Students are asked to arrive on campus between 7:45 and 7:59 AM. Before care is provided in the cafeteria beginning at 7:30 AM. No student should be on campus without the direct supervision of their parent or guardian before 7:30 AM.

#### Attendance and Truancy

Saint Pius X School complies with Oklahoma state laws regarding mandatory student attendance. This involves reporting any unusual absences or excessive tardiness to the Tulsa County District Attorney's Office. According to state law, students are not allowed to compile four unexcused absences or tardies within any four week period; in addition to this, any student who compiles ten unexcused absences within a semester must also be reported.

An unexcused absence is defined as any absence not explained by the parent or guardian. Doctor's notes, phone calls, personal notes and emails are all valid ways to avoid an unexcused absence or tardy.

The administration reserves the right to conference with any parent whose student is subject to long or excessive absences, excused or otherwise. Please note that excessive absences combined with poor academic performance may result in grade retention by the administration.

### Tardiness

Students reporting late for school must receive a tardy slip to enter the classroom regardless of reason. Thus, any student returning from an appointment, visit or other activity must still report to the school office. Students are considered to be tardy after 8:00 AM.

### Absence Procedure

In order to protect the well-being and safety of your child, the school asks that parents report any absence due to any reason by 8:00 AM.

If a student becomes ill at school, parents will be notified and asked to retrieve their child as soon as possible. In this case, an absence will be recorded in the following way:

<b>Length of Absence</b>	<b>Result</b>
<b>0 – 2 Hours</b>	<b>Tardy</b>
<b>2 – 4 Hours</b>	<b>Half-day absence</b>
<b>4 or more hours</b>	<b>Full day absence</b>

Teachers provide records of any work that a student may miss; these records are available at the end of each day but are the responsibility of the student. Special circumstances may be considered, but homework is expected to be completed by the day after the student returns unless otherwise specified by the teacher.

Please try to schedule doctor and dental appointments before or after school hours whenever possible.

Vacations that are planned during the school year, causing absences of more than two days, are disruptive to a student's educational process. Parents please make every attempt to plan your family vacations during scheduled school holidays.

Teachers should be informed of any planned absences at least one week in advance. Parents who wish to receive their children's homework for an absence due to a vacation should submit a written request to the teacher at least two weeks in advance of the absence; work that is not submitted upon the student's return may be subject to the school's late work policy.

### Cafeteria

Saint Pius X offers a full cafeteria. Bills are handled by the main office and a full list of fees and daily costs is available in the main office. You may also check your lunch balance on your TeacherEase account.

### Dismissal

Preschool dismissal is at 2:00 PM daily, and Aftercare is offered until 3:00 PM for all students. If your needs dictate Aftercare beyond this offering, please contact the school office. Preschool students may be accepted into the senior Aftercare program on a case by case basis.

School ends for the remaining grades at 3:00 PM. After School Care students and those who walk home are dismissed first. The remaining students will be dismissed by his or her teacher from the appropriate area; parents should arrange a pickup location with their student before this time. Please keep in mind that teachers are on duty at this time and are

not available to discuss school issues, events or problems. Locations and descriptions for each pickup and drop-off location follow.

### **Morning drop – off**

1. **Main Parking Lot - This area is for parents who want to park and walk their child to the classroom. Please use the crosswalk.**
2. **75<sup>th</sup> East Ave – This area is for parents who want to drop their child off without parking. The traffic in this area needs to continue to flow. Do not park in this area. Please be cautious of pulling in and out of the traffic lanes.**
3. **Students can also be dropped off from the back parking lot.**
4. **Between 7:30–7:45am, students should go to the cafeteria where a teacher is in attendance. Between 7:45-8:00am, students report to their homeroom.**

### **Afternoon Pickup**

1. **Main Parking Lot – This area is for parents who want to park and pick up their child from the teacher. Please use the crosswalk when crossing the parking lot. Children will not be sent to cars without an adult.**
2. **75<sup>th</sup> East Ave – This area is for parents who want to pick up their children without parking. The traffic in this area needs to continue to flow. Do not park in this area.**
3. **Back parking area – This area is for parents who want to drive through and pick up their child. Cars drive through the north end of the lot, circle around the driveway adjacent to the activity center and exit right. Parents may also park in the parking slots along the back driveway to pick up their children. No cars should be parked in the parking lot east of the activity center where the traffic flows.**

### **Aftercare**

To accommodate working parents, Saint Pius X School offers an After School Care program from the hours of 3:00 to 5:30 PM.

For a full list of fees involved in the After School Care program, please contact the main office or check the website.

In order to respect the time of our After School Care directors, it is necessary that After School Care end promptly at 5:30 PM. Parents who pickup their students later than this time will be subject to a **\$5.00 per minute fee.**

Extenuating circumstances may be taken into account, but all fees must be paid before your student may return to After School Care.

### **Cancellation of School**

Saint Pius X School will cancel school whenever local weather conditions are unsafe or an

unforeseen event occurs that make school attendance unsafe. Cancellations are made via the local television stations and also over the SchoolReach system.

Unfavorable conditions may result in early dismissal. Parents will be notified by the SchoolReach system in this event.

### **Admissions and Enrollment**

#### **Admissions**

There is no discrimination in our enrollment practices according to sex, social or economic status race, or ethnic background. Because we are a parish school, admission preference is given to parishioners of Saint Pius X or other Catholic churches throughout the diocese.

All students entering St. Pius X School must present birth certificates, up to date immunization records, completed physical forms, baptismal records and previous academic records in order to begin classes.

In order to identify an applicant's special needs and talents, kindergarten applicants are screened. Past grades, test scores, records, interviews or formal testing may be used to determine acceptance for enrollment in grades 1-8.

New students and parents are required to have a formal interview with the administration and students, if accepted, will be on two-month probation.

#### **Enrollment**

The following schedule will be followed for enrollment.

- February – Enrollment packets for the next school year will be offered to families in good financial standing. A deadline for guaranteed enrollment will be announced and published through school newsletters and the church bulletin.
- Monday of the second week of March – Guaranteed enrollment ends, open enrollment begins.

#### **FACTS**

As a Catholic school, our desire is always to concentrate our available human and financial resources on our primary mission of education. To help us meet this goal we have co-sourced through FACTS Management Company for payment of tuition. Our families can access their account online, and:

- Make payments for tuition and other incidental payments
- Receive reminder emails
- Switch payment methods

Our school families will be required to participate in FACTS. If you have questions please call the business office.

## **Discipline and Behavior**

### **Student Expectations**

Students are expected to:

1. Follow school guidelines outlined in the Handbook;
2. Demonstrate respect for all elders, other students, and property within the school community;
3. Remain quiet in and around the buildings, hallways and cafeteria;
4. Show respect to the Eucharist in mass and in daily behavior;
5. Do and offer their best effort in their schoolwork;
6. Use the sidewalks.

### **Bullying and Harassment**

As required by the state Department of Education, Saint Pius X School will abide by the "School Bullying Prevention Act" which became effective November 1, 2002. A copy of this Act is available in the school office.

Saint Pius X therefore specifically prohibits harassment, intimidation, and bullying by students at school, and also provides information and education in order to prevent these situations from occurring. All complaints will be investigated and appropriate disciplinary action will be imposed.

Students found to be in violation of this rule will be dealt with on a case by case basis, and may be punished with in-house suspension, at-home suspension, or expulsion, depending on the nature and severity of the activity.

Sexual or other harassment, either among students, teachers, staff and administrators, or between any of these will be considered a major violation of policy and will be dealt with according to school regulations and Diocesan policy.

Harassment includes, but is not limited to, unwanted or unwelcome words, jokes, comments, physical conduct, display of pictures or other materials based upon an individual's gender, race, color, religion, age, national origin, disability or other legal protected status.

Any employee or student who believes he or she has been subjected to sexual or other harassing behavior by another student, administrator or teacher in a school of the Diocese is encouraged to follow the procedure outlined in the Diocesan School Policy Manual. A copy of this manual is available in the school office.

## Cyberbullying Policy

Catholic schools and offices have a responsibility to provide educational and workplace environments that promote the dignity and respect of everyone within their organizations and therefore must aim to eliminate bullying in all of its forms.

Cyberbullying, like all other forms of bullying, must therefore not be tolerated in our places of work for it has a negative impact on all who are touched by it. It adversely affects student learning outcomes. It erodes the rights and the physical, emotional, psychological, spiritual, and social well-being of individuals. It lowers workplace / school morale for it can interfere with the effectiveness of work and learning environments by making them hostile, unpleasant and offensive places.

### What is Cyberbullying?

Cyberbullying can include, but is not limited to, the items listed below:

- **Email:** *Sending harassing, threatening, and / or menacing messages to targets either directly, anonymously, or using another person's address or alias.*
- **Instant Messing (IM):** *Systems include MSN Messenger, Yahoo and Bebo.*  
*Harassing someone or having heated arguments (called 'flaming') in private chat rooms with the use of inappropriate / obscene language.*
- **Chat Rooms / Bash Boards:** *Allowing students / others to anonymously write / create anything (true or untrue) or add cruel comments about someone in a world wide forum.*
- **Short Text Messages (SMS):** *Masquerading as someone else and using that person's mobile phone or computer to send harassing or threatening messages.*
- **Websites / Social Networking sites:** *Mocking, teasing and harassing online, or voting online for the 'ugliest' / 'fattest' / 'dumbest' (etc.) person, or posting visuals that can be altered (including sexually explicit material).*

Cyberbullying is a serious matter and Saint Pius X School and its employees have a "duty of care" to protect our students, families, and staff members from cyberbullying. Failure for school officials to "take reasonable care" could amount to negligence charges. Thus, the "duty of care" can extend outside of the normal school hours, providing that a Saint Pius community member may be harmed by the cyberbullying action. All Saint Pius X faculty, staff, and students will be provided a Technology Acceptable use policy to make a commitment to the appropriate use of technology provided within our school setting.

**Just as in face to face bullying situations, cyberbullying can and will be dealt with by school administration. All complaints should be brought to the attention of the Principal. These reports will be reviewed and investigated in a prompt, confidential, and thorough manner. Discipline will be on a case by case basis depending on the nature of the infraction. In-house suspension, suspension or required withdrawal are possible. Saint Pius X School reserves the right to discipline students for problem behavior on or off campus.**

**Saint Pius X School will provide bullying / cyberbullying prevention programs to our students. We will also provide in-service education to our faculty and staff. Opportunities for parent forums on bullying and cyberbullying will be offered twice during the school year .**

### **Alcohol and Drugs**

**The possession, sale or use of alcohol, drugs or any other controlled substance by students of Saint Pius X School in any place at any time is strictly forbidden. Violation of the rule will result in immediate suspension and an internal investigation. Students then found to be in violation of the policy will be expelled and reported to the appropriate law enforcement agencies.**

**Students may have the option to reapply, but drug testing, treatment programs and counseling may be a condition of readmission.**

### **Conduct**

**Student and parent conduct at school and school sponsored activities is expected to follow the guidelines detailed in the handbook.**

**Students and parents are expected to conduct themselves in a manner that does not interfere with the rights, privileges and safety of others and exemplifies the Christian values taught in the home and school.**

**Off-campus conduct that reflects negatively on the school or community may result in suspension or expulsion. Off-campus incidents will be reviewed on a case-by-case basis by the principal and pastor.**

### **Corporal Punishment**

**According to Diocesan policy, no corporal punishment is used at Saint Pius X School.**

### **Discipline**

**The immediate goal of discipline is to create a favorable atmosphere for learning. Students are encouraged to develop good habits such as courtesy, respect, kindness, helpfulness, cooperation, responsibility and good study habits.**

**Student restrictions are designed to create an atmosphere conducive to achieving the stated school goals and to foster an environment that promotes the total Christian education of the student. Discipline will be administered when any individual's actions interfere with the right of teachers to teach and students to learn.**

Serious disregard for school rules and regulations may warrant a student being disciplined, suspended or expelled by the administration. Behaviors that are serious detriments to the school and learning environment include, but are not limited to:

- Willful disobedience;
- Gross disrespect to school personnel or property;
- Grave injury to another student by thoughtless actions or slanderous remarks;
- Habitual profanity or vulgarity;
- Possession, sale and/or use of drugs, cigarettes, alcohol, knives, firearms and accessories;
- Fighting
- Cheating

Parents will be notified of any serious violation of school policy. In addition to this, parents may request teacher notification for other less serious matters as well.

Registration for the following school year may be denied or conditionally allowed to any student who has demonstrated extreme or repeated disciplinary problems or if parental support is not given to the discipline regulations established by the school.

For more information on how discipline is handled at the middle school level, please refer to the middle school handbook.

#### **Special Directions:**

- No gum on school grounds;
- No toys, electronic toys or devices of any kind without prior authorization (includes: CD players, MP3 players, ipods, video games, or cell phones);
- No skateboards or rollerblades;
- No pop for lunch without permission from teacher;
- No writing on self or others.

#### **Disciplinary Action**

If a student is unable or refuses to practice the self-discipline required to meet the established regulations, suitable action will be taken. The teacher may exercise the following options:

- Student-teacher conference;
- Teacher-parent conference (by phone or personal contact);
- Student-principal conference;
- Principal-teacher-parent conference.

Any serious violation will be immediately referred to the school office.

#### **Expulsion**

A student may be expelled from school for misconduct of a very serious nature. Expulsion, the permanent termination of a student's enrollment, is rarely invoked but will be used to address any situation which may result in an unsafe atmosphere.

The specific process is detailed in the Diocesan Handbook available for review in the School Office. (Appendix #3)

### **Fighting**

Any student who assaults another student, either physically or verbally, will be subject to immediate discipline and possible suspension. Repeated violation will be cause for expulsion.

### **In-house Suspension**

A student may be placed in “in-house” suspension when the administration deems necessary. Parents will be notified by phone.

### **Gym Use**

All who attend basketball or volleyball games in the gym are expected to follow the rules listed below:

- A custodian or monitor will be present while the gym is in use; all directives of this person should be considered to be coming directly from the administration;
- Children may not be left unsupervised;
- No food or drink is allowed in the gymnasium with the exception of water or sports drinks for athletes;
- The stage is off limits;
- Locker areas are off-limits except to use the restrooms. Teams or individuals will be assessed for any damages/vandalism incurred.

Anyone caught defacing school property will be held responsible financially and legally and will forfeit the privilege of attending games.

### **Repair/Replacement of School Property**

Parents and students will be financially responsible for any school property, including textbook and classroom materials, that is damaged or destroyed by the student. Due to budget limitations, even if the damage is not intentional, the student and parents may be responsible. The minimum fine assessed for damage to anything is \$10.

### **Building Policy**

For safety and educational reasons, no parent or visitor may go directly to the classroom during school hours. Forgotten lunches, books, etc. are to be brought to the office and your child will be notified. Parents and visitors should report to the school office to receive a visitor’s badge. Parents or visitors without a visitor’s badge will not be admitted to any classroom, at any time, for any reason.

## **Organizations and Associations**

### **Advisory Council**

The Advisory Council consists of 13 members, appointed by the pastor, to serve a two-year term.

### **Home and School Association**

The Home and School Association (HSA) is the official parent/teacher organization for St. Pius X School. The association's mission is to foster a closer relationship between the home and school so that parents, administration and faculty may work together in the educational, spiritual and social growth of the children. Membership and involvement are encouraged for all families. Yearly election of officers occurs in the spring of each school year. An annual \$50 fee per family is requested in lieu of Fundraising and collection for "Fun" Raiser Programs.

### ***Homeroom Parent:***

The Homeroom Parent is responsible for coordinating the efforts of all parents in a particular classroom. This parent will work closely with the teacher to assist with activities throughout the school year, such as dinners, class fundraisers, parties or other events.

### **Athletics**

Athletic competition is promoted as an extension of the school's philosophy and goals. The intention is to teach and develop physical skills, mental discipline, and Christian sportsmanship. All students are allowed to participate regardless of their skill level or experience.

Attendance in school is required for participation in athletic activities on the same day. Physical examinations shall be required for participation in athletic programs and activities.

## **Dress Code and Uniforms**

### **Free Dress**

A Free Dress day is a day on which students may wear nice jeans and tee-shirts. Tee-shirts must be school appropriate and therefore should refrain from vulgar language or ideas, the advertising of alcohol or other drugs, or portray other offensive content. Free dress days will often be used as fundraising opportunities to complement the mission of Saint Pius X School. Free Dress Days may not be scheduled on Mass days.

### **Lost and Found**

Articles that are found on the school grounds are kept in the office for a period of time and then released to uniform exchange or Catholic Charities. Since many students wear the same type of clothing, it is advisable to write your child's name on his or her belongings. Items found bearing a name will be returned to the student at the earliest possible time.

### **Dress Code**

1. Uniforms are to be worn daily unless otherwise specified by administration. (See Uniform)
  - No baggy or oversized sweaters/sweatshirts/shirts or pants.
  - No pullover jackets, sweaters or sweatshirts used as outerwear. Regulation sweaters and sweatshirts only.

2. **Subtle makeup may be worn by eighth grade girls. Any makeup which is deemed to be a distraction may result in the revocation of makeup privileges. Students who choose to wear makeup before their eighth grade year will be disciplined and may lead to a loss of the privilege in the future.**
3. **Distracting haircuts are not acceptable. Haircuts that are always unacceptable would include: Mohawks, non-traditional dyed colors (purple, orange, green, etc.), and letters, numbers, designs or logos shaved into the head.**
  - **Eyes must be visible for all students. In addition, boy's haircuts may not exceed the eyebrows or touch the collar.**
  - **No facial hair is permitted at any time.**
  - **No body piercing is allowed other than girls' ears.**
4. **Jewelry may be worn, but must be appropriate within an educational context.**
  - **No dangling earrings, oversized chains or jewelry, or excessively large rings.**
  - **No earrings for boys.**
  - **No hair feathers or extensions.**
  - **No crazy or zany bands.**

### **Uniforms**

**Uniforms are worn by students in all grades. These uniforms may be purchased at C & J as well as other stores throughout the greater Tulsa area. No logos, brand names or decals should be present on any school shirt or pants.**

**Uniform Code**

<b>Gender and Grade:</b>	<b>Pants or Skirts</b>	<b>Shirts</b>	<b>Other Items</b>
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<p style="text-align: center;">Girls PS-5<sup>th</sup> Grade</p>	<ol style="list-style-type: none"> <li>1. Regulation jumper (4 inches from the floor when kneeling)</li> <li>2. Regulation skirt may be worn by fifth grade girls</li> <li>3. Navy blue pull on pants (PS-1<sup>st</sup> grade) or navy pants with a belt. No hip-huggers or corduroys, no cargo pants, no logos, and no rivets</li> <li>4. Navy blue walking shorts (pull on for PS-1<sup>st</sup>) may be worn at the parent's discretion</li> <li>5. Shorts should be worn under the jumper</li> </ol>	<ol style="list-style-type: none"> <li>1. White broadcloth blouse (no lace or eyelet) may be long or short sleeve (navy blue piping on the blouse is acceptable)</li> <li>2. Long or short sleeve polo-colors may include: red, white, or hunter green</li> <li>3. Navy blue cardigan</li> <li>4. Navy blue fleece with school logo</li> <li>5. Navy regulation sweatshirt worn over school shirt</li> <li>6. Other than heavy winter coats, rain jacket or school regulation sweatshirt/hoodies, no other hoodie, sweat jacket or sweatshirt should be worn to school as outerwear</li> <li>7. *Light blue athletic sweatshirt/hoodies are only permitted on free dress or spirit dress days</li> </ol>	<ol style="list-style-type: none"> <li>1. White, navy or black socks must be worn at all times</li> <li>2. Tights may be worn in lieu of socks (white, navy or black only). Leggings, as long as they follow regulation sock colors (white, navy, or black) may be worn under uniform jumper/skirt. Leggings should be long enough to be tucked into socks</li> <li>3. Non-scuffing navy, brown or black casual/dress shoes may be worn. Boots should only be worn on rainy or snowy days</li> <li>4. *Any kind of non-distracting athletic shoe (i.e., no loud colors, flashing lights). No fluorescent colors</li> </ol>
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<p style="text-align: center;"><b>Girls 6<sup>th</sup>-8<sup>th</sup> Grade</b></p>	<ol style="list-style-type: none"> <li>1. Regulation skirt (4 inches from the ground when kneeling)</li> <li>2. *Light khaki uniform pants, with belt. No hip-huggers or corduroys, no cargo pants, no logos, no rivets. No “flap” pockets on back of pants. No blue jean style, sewn on pockets on back of pants. No ornate buttons or stitching on back pockets. No jean (overlap) stitching down the pant legs. Pants must be hemmed so they don’t slide below the shoe. No frayed hems</li> <li>3. Light khaki walking uniform shorts with belt; may not be more than 4 inches above the knee</li> <li>4. Shorts should be worn under the skirt</li> </ol>	<ol style="list-style-type: none"> <li>1. Button down white, yellow, pink or blue oxford without logos. Shirt should be buttoned appropriately</li> <li>2. Long or short sleeve polo. Colors may include: red, white, navy blue or hunter green</li> <li>3. Navy blue cardigan</li> <li>4. Navy blue fleece jacket, sweatshirt or hoodie with school logo worn over school shirt. No holes in sleeves or frayed sleeves</li> <li>5. Navy regulation sweater or sweatshirt worn over school shirt</li> <li>6. Other than heavy winter coats, rain jacket or school regulation sweatshirt/hoodies, no other hoodie, sweat jacket or sweatshirt should be worn to school as outerwear</li> <li>7. *Light blue athletic sweatshirt/hoodies are only permitted on free dress or spirit dress days</li> </ol>	<ol style="list-style-type: none"> <li>1. White, navy or black socks must be worn at all times</li> <li>2. Non-scuffing navy, brown or black casual / dress shoes may be worn. Boots should only be worn on rainy or snowy days</li> <li>3. *Tennis shoes are acceptable provided that they do not have any distracting patterns, colors or lights. Appropriate colored shoe laces should be worn. Shoes should be tied tightly. No fluorescent colors</li> </ol>
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<p><b>Boys PS-5<sup>th</sup> Grade</b></p>	<ol style="list-style-type: none"> <li><b>1. Navy blue pull on pants (PS-1<sup>st</sup> grade) or navy pants with belt. No corduroys, no cargo pants, no logos, and no rivets</b></li> <li><b>2. No carpenter pants of any kind</b></li> <li><b>3. Navy blue (pull on PS-1<sup>st</sup> grade) walking shorts may be worn at the parent's discretion</b></li> </ol>	<ol style="list-style-type: none"> <li><b>1. Regulation red, white or hunter green polo</b></li> <li><b>2. Navy blue sweater</b></li> <li><b>3. Navy blue fleece with school logo</b></li> <li><b>4. Navy regulation sweatshirt worn over school shirt</b></li> <li><b>5. Other than heavy winter coats, rain jacket or school regulation sweatshirt/hoodies, no other hoodie, sweat jacket or sweatshirt should be worn to school as outerwear</b></li> <li><b>6. *Light blue athletic sweatshirt/hoodies are only permitted on free dress or spirit dress days</b></li> </ol>	<ol style="list-style-type: none"> <li><b>1. White, navy or black socks must be worn at all times</b></li> <li><b>2. Non-scuffing navy, brown or black casual/dress shoes may be worn. Boots should only be worn on rainy or snow days</b></li> <li><b>3. *Any kind of non-distracting athletic shoes (i.e., no loud colors, flashing lights. No fluorescent colors</b></li> </ol>
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<p>Boys 6<sup>th</sup>-8<sup>th</sup> Grade</p>	<ol style="list-style-type: none"> <li>1. *Light khaki uniform pants or shorts with belt. No corduroys, no cargo pants, no logos and no rivets. No “flap” pockets on back of pants. No blue jean style, sewn on pockets on back of pants. No ornate buttons or stitching on back pockets. No jean (overlap) stitching down the pant legs. Pants should not sag and must be hemmed so they don’t slide below the shoe. No frayed hems. Shorts may not be more than 4 inches above the knee</li> <li>2. No carpenter pants of any kind</li> </ol>	<ol style="list-style-type: none"> <li>1. Button down white, yellow or blue oxford without logos, shirt should be buttoned appropriately</li> <li>2. Long or short sleeve polo. Colors may include: red, white, navy blue or hunter green</li> <li>3. Navy blue sweater</li> <li>4. Navy blue fleece jacket, sweatshirt or hoodie with school logo worn over school shirt. No holes in sleeves or frayed sleeves</li> <li>5. Navy regulation sweater or sweatshirt worn over school shirt</li> <li>6. Other than heavy winter coats, rain jacket or school regulation sweatshirt/hoodies, no other hoodie, sweat jacket or sweatshirt should be worn to school as outerwear</li> <li>7. *Light blue athletic sweatshirt/hoodies are only permitted on free dress or spirit dress days</li> </ol>	<ol style="list-style-type: none"> <li>1. White, navy or black socks must be worn at all times</li> <li>2. Non- scuffing navy, brown or black casual / dress shoes may be worn. Boots should only be worn on rainy or snowy days</li> <li>3. *Tennis shoes are acceptable provided that they do not have any distracting patterns, colors or lights. Appropriate colored shoe laces should be worn. Shoes should be tied tightly. No fluorescent colors</li> </ol>
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**A note on dress code:** Pants and shorts must include a belt. Shirts must be tucked into pants/shorts at all times. No part of the uniform should have holes or be frayed. Please make sure that all uniforms are worn appropriately and modestly including “Bella style” polos. Light blue athletic sweatshirt/hoodies are only permitted on free dress or spirit dress days. Failure to abide in any dress code regulation will result in disciplinary action. (See **Discipline**)

\* Denotes change/addition to dress code.

## Medical and Safety Procedures

### Extended Illness

Every attempt will be made to accommodate a student who must miss school for an extended period of time due to illness or other malady. Parents are encouraged to contact their child's teacher at the earliest possible time in order to coordinate missing assignments and other materials. Students who suffer from an extended illness are not necessarily subject to the late homework policies of the school, which will be reviewed on a case by case basis.

### Playground

Students are supervised at all times while on the playground during school hours. No student may use the playground without direct adult supervision at any time.

### Immunization

State law requires parents of children entering school for the first time to present a copy of immunizations certified by a doctor or health department official before they may attend school. The following immunizations are required by the State of Oklahoma:

#### Kindergarten-8<sup>th</sup> Grade

5 DPT/DtaP

4 Polio

2 MMR

3 Hepatitis B

2 Hepatitis A

Varicella (chicken pox)

If the first dose of DTP/DtaP and/or the 3<sup>rd</sup> dose of Polio are administered on or after the child's 4<sup>th</sup> birthday, then the 5<sup>th</sup> dose of DTP/DtaP and/or the 4<sup>th</sup> dose of Polio are not required. Please direct all questions concerning immunization to the school nurse.

\*Beginning with the 2011/2012 school year, all students entering the seventh grade will be required to receive one dose of the Tdap vaccine. Tdap vaccine is a combination vaccine that provides a booster dose of pertussis (whooping cough) along with the tetanus and diphtheria booster (td).

According to Diocesan Policy, all students entering an odd numbered grade or any new students to St. Pius X School must have a current physical by the beginning of the school year. Physical forms can be picked up in the school office.

### Health Services and Illness During the School Day

Minor first aid will be provided by the school nurse or office staff depending upon the situation. Parents will be notified if there is an emergency or illness. A number of complaints will be referred to the parent (such as headaches, stomach aches or other minor injuries) and the child will be treated at the parent's discretion and may remain in school. More serious injuries or complaints (such as fever, major injuries, lice or vomiting) will

result in the student having to leave school at the earliest possible time. Students may not return to school until they have been fever free for 24 hours. If a student has contracted lice, he or she may not return until they are nit free.

### **Medications**

If a student must bring medication to school, the following requirements must be met:

#### **Prescription Medications:**

1. Must be in original container and current;
2. Must carry a prescription label with the child's name, drug name, dosage instructions, doctor's name and prescription date;
3. Must be accompanied by an appropriate dosage form;
4. Be one month or less of the particular medication;

#### **For other emergency medications:**

1. Inhalers must remain with the student. Inhalers must be labeled with the child's name, and the office and teachers should be notified;
2. A diabetic child must have testing kit with them at all times;
3. The office and teacher should be notified of any child who might need an EpiPen.

#### **For over the counter medications:**

1. Students cannot be provided with over the counter medications unless there is a signed Authorization for Administration of Medication form on file in the school office; per state law, a verbal consent cannot be used.
2. Parents will be notified before any medication is given, even if there is an authorization document on file.
3. Over the counter medications must be provided by the parents, clearly marked with the student's name and appropriate dose, and still reside in its original packaging.

### **Emergency Drills**

Students will participate in emergency drills as required by the State Department of Education for the safety of the children.

### **Release of Students**

Extraordinary care shall be taken in regard to early dismissal of individual students. Consequently, a student shall not be released early without the explicit knowledge of his/her parent or legal guardian. A student may not be released to anyone other than the parent or guardian as listed on the student's registration form or to another person explicitly authorized in writing by the parent or guardian. All students must be signed out by parent/guardian/proxy in the school office before they leave campus.

In cases where only one parent has custody of the student, the school shall become apprised of any existing court order that would affect release of the student from school. A written notice of custodial rights from the court should be on file in the main office.

### **Leaving Campus**

Students are not allowed to leave the school campus by themselves during school hours for any reason.

### **Visitors**

Parents are welcome to visit the school. Classroom observations should be pre-arranged through the office. All visitors must sign in and wear their volunteer badge.

Students who wish to bring guests to school must have pre-approval from the principal and classroom teacher (e.g. grandparents or out of town relatives). Kindly give 24 hours notice.

### **Volunteers**

Saint Pius X School is supported by a strong stewardship program and all members of the school community are asked to share time and talents.

Volunteers are used extensively to support curriculum, classroom and school activities, field trips, maintenance and support fund raising activities and athletics.

Although not paid employees of the school, all volunteers who work directly with students are subject to a screening process and/or background check. All volunteers must have required paperwork completed and on file in the school office. Due to the considerable cost of background checks, the school would ask all parents who wish to volunteer to cover the \$19 OSBI application fee.

Volunteers are expected to model a code of conduct that is in agreement with stated school goals.

### **Search and Seizures**

The school/parish is co-tenant of lockers and desks, and reserves the right to search them at any time without notice. Furthermore, the school reserves the right to search any item brought on campus if administration has a reasonable concern that a dangerous or harmful item may be in the possession of the student.

## **Technology**

### **CD, MP3 Players and ipods**

CD players, MP3 players, and ipods should never be in use throughout the school day. Students may turn their electronic devices into the school office or their homeroom teacher and pick them up following the school day. Any devices found throughout the day will be confiscated and released only to the parent.

### **Electronic Games**

Electronic games are never permitted on campus. In addition, video game consoles, cartridges, discs, and other paraphernalia is not permitted at any time.

### **\*Cell Phones**

While there is both a use and purpose to cell phones, cell phones are never permitted in any of the classroom buildings. Parents who wish to send a cell phone with their middle school student should check the phone in with their middle school homeroom teacher; the student may then retrieve it at the end of the day. Any cell phones found either on a student's person or in a student's locker will be confiscated and only returned to the student's parent. Elementary students should not bring cell phones to school.

### **Computer Usage**

The internet is a wonderful tool that can be used to sift through vast amounts of information and is a positive addition to the school environment. However, the internet also provides unique challenges that the school community of Saint Pius X must face. Students are expected to uphold, the Catholic values the school teaches. While the school employs filtering and offensive site blocking technology, it also asks students to take responsibility for their own actions and internet safety. This would include, but not be limited to:

1. Avoiding sites which contain pornography or other inappropriate images, stories or content;
2. Avoiding games or media that contain inappropriate language, themes or violence;
3. Avoiding the reading or posting of blogs, messages, or online diaries that contain inappropriate language, themes, or content.

In addition to these rules set above, Saint Pius X also asks parents to be aware of what kind of information students post on the internet. The school reserves the right to take disciplinary action against any student who posts personal information about themselves or any other student or posts inappropriate or harmful messages anywhere. In addition to school action, parents should be aware that anything posted on the internet is considered to be published material in the public domain, and therefore may be subject to legal action from local or national law enforcement agencies.

### **Teacher Websites**

Teachers are provided with websites and web access in order to better serve the parents and students at Saint Pius X School. You may access teacher websites at

<http://parents.spxtulsa.org>

Please note that the traditional "www" is absent from this address.

Teacher websites for grades K – 4 contain information which is updated weekly and includes long term projects, photos and other information. Websites for grades 5 – 8 include daily assignments, information and applicable handouts.

In addition to this, student grades can be viewed in real time on the TeacherEase website. For more information on TeacherEase and its offerings, please contact the main office, consult the brochure sent home with your student, or log on to [www.spxtulsa.org](http://www.spxtulsa.org).

### Logistical Information

#### Change of Address

Please notify the office immediately of change of address, phone number or place of employment.

#### Communication

Saint Pius X School is here to serve the parents and students within our community. We therefore ask parents to take advantage of all means of communication available. Always feel free to browse the school's homepage, view your child's grades on our online grading system, contact teachers via phone or email, or drop by the office to discuss any questions, comments, or concerns that you might have. If at all possible, please make an appointment as prior commitments could arise that could lead to your concern or question being not fully addressed. Also, please keep in mind that the administration will always prioritize emergencies. We would respectfully ask that teachers not be contacted at home by telephone unless they have given prior authorization. If contacting by email, please allow one business day for a response.

#### Copies

If a student loses a field trip form, worksheet, etc. they are allowed to have copies made in the office at a cost of .25 per copy.

#### Grievances

If a parent or student disagrees with a ruling by a teacher, the following grievance procedure should be used:

1. Please schedule a formal conference with the classroom teacher. It is not necessary to involve the administration at this time. Depending on the issue, the administration reserves the right to deny any formal meetings until a meeting with the teacher takes place.
2. If a conference with the teacher does not provide satisfactory results or more information is needed, it would then be appropriate to make a request to the administration. The teacher or teachers, parents and principal would then be in attendance and the principal would then render a judgment.
3. If the results of this conference are still unacceptable, a meeting may be scheduled with the pastor, principal, parents and affected teachers. Please note that the pastor will not hear any grievances if the above procedure has not been followed.

### **Bicycles**

**Bicycles may be ridden to school but should be locked to the bicycle rack and remain there until school is dismissed. No skateboards, roller blades or scooters are allowed on school premises at any time.**

### **Birthday Parties**

**To avoid any situation of embarrassment to students, we request that no individual invitations be brought to school unless all members of a class will receive an invitation.**

**We ask that there be no disruptions of classes or schedules to deliver individual gifts such as balloon bouquets, flowers, etc.**

**The Birthday Book Club allows a student to donate a book to the library as a means of celebrating a birthday. The book will contain a certificate that indicates the donation.**

### **Messages**

**It is requested that messages for students be limited to emergency situations only. All attempts are made to limit classroom interruptions in order to enhance the learning environment. If messages must be sent, the office should be notified prior to 2:30 PM whenever possible. If there is a last minute change for a whole carpool, the office will only notify the oldest student in that carpool. It will be that student's responsibility to inform the younger students in the carpool to let them know who will be picking them up that day.**

### **Observations**

**Parents and potential students are welcome to observe in classrooms. Requests should be made through the office and will be scheduled in order to provide the best experience for both the observer and the observed.**

### **Pictures**

**Individual student pictures will be taken in early Fall in school uniform. Class pictures will be taken in early Spring.**

### **Snacks**

**Please consider nutrition when packing for your student. Any snack that contains large amounts of sugar, caffeine or high fructose corn syrup can lead to childhood obesity, lack of focus in class, and other health issues.**

### **Telephone**

**Children may use the office telephone in case of emergency or other special circumstances. Students will not be permitted to call home for homework assignments, projects, etc.**

### **Tuition**

**Tuition for Saint Pius X School is determined annually by the School Advisory Council. Tuition must be paid promptly each month. If tuition payments are not current at the end of the first semester or at the end of school, the student will not be allowed to return for the next semester until all tuition is paid.**

Financial assistance is available through Support-A-Student and St. Francis of Assisi Tuition Assistance Fund. Information is available in the school and church office. If other financial arrangements need to be made, please contact the pastor.

**Withdrawals**

A family moving from the school should notify the school office in ample time of departure so the following items can be handled:

- Release forms
- Grades
- Financial obligations
- Transfers

**Yearbook**

Yearbook orders occur through final registration each year.

**APPENDIX #1**

**NOTIFICATION OF AVAILABILITY OF PLAN**

**TO ALL PARENTS, TEACHERS AND EMPLOYEES OF**

**SAINT PIUS X SCHOOL**

The Asbestos Hazard Emergency Response Act of 1986 requires that all buildings in our school be inspected for asbestos and a Management plan be written to document this. A copy of this plan is available at this school and at the Catholic Schools Office.

Saint Pius X School  
1717 South 75th East Avenue  
Tulsa, Oklahoma 74112-7703

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**NOTIFICATION OF ACTIVITIES**

**TO ALL PARENTS, TEACHERS, AND SCHOOL EMPLOYEES**

The School will notify all parents, teachers, and other employees (full time, part time, short term) of any asbestos, including assumed asbestos, in buildings, information concerning inspections, re-inspections, response actions and post-response action activities, including periodic inspection and surveillance activities that are planned or in progress at least annually.

The School will annually notify all parents, teachers and other employees (full time, part time, short term) of the availability of the management plan by inclusion of this information in the Faculty Handbook, the Parent/Student Handbook, and the September school newsletter. Additionally, information regarding any asbestos related activities, planned or in progress, will be disseminated by notes sent home with students and given directly to employees, concerning the specific activity

## APPENDIX #2

### MENINGOCOCCAL MENINGITIS

Meningococcal meningitis is a rare but potentially fatal illness that can strike at any time. Research has shown that teens and young adults are at an increased risk. Symptoms include severe headache, high fever, stiff neck, nausea and vomiting, numbness and loss of feeling, light sensitivity, confusion, rash, and seizures. A person may not have all the symptoms or may not have them all at the same time. Meningitis can be caused by close contact with a person who is sick with the disease. There are also people who can carry the bacteria in their nose or throat but never become sick. Contact with these carriers can also cause someone to catch the disease. Risk factors for contact with the disease include living in close quarters, such as college dormitories, being in crowds for long periods of time, sharing drinking glasses, bottled water, eating utensils, kissing, smoking or being exposed to second-hand smoke, and excessive fatigue due to lack of sleep or irregular sleeping patterns. Meningitis may be prevented by avoiding the behaviors that spread it or by receiving the appropriate vaccination. Ask your child's health care provider about the best methods for protecting your child.

## APPENDIX #3

### DRUG & ALCOHOL ABUSE POLICIES

#### **POLICY -**

Saint Pius X School forbids the use, possession, or selling of tobacco, alcoholic beverages, harmful substances or illegal drugs by or to students at any school activity.

#### **REGULATIONS -**

1. Students suspended for possessing, selling or using tobacco, alcohol or other illegal or harmful substances, shall be removed immediately from the classroom or school sponsored activity and sent to the school administration.
2. Students (if under the influence) will be taken to the hospital immediately for medical treatment and evaluation as a means of safe guarding his/her health.
3. The parents of the student(s) involved will be notified immediately.
4. The administration will take proper action that may include:
  - suspension (3-5 days at-home)
  - expulsion
  - required assessment (parent's expense)
  - required counseling
  - referral to authorities
5. The appropriate authorities will be notified, including, but not limited to: local law enforcement, health services, medical personnel, counselor,
6. In the case of sale or distribution, student will be expelled immediately.

## DANGEROUS WEAPONS

St. Pius X School is dedicated to providing a safe environment and is concerned for the safety of each of its students and employees. Therefore, no weapon of any type (guns, knives, etc.) or look-alike toy weapons are permitted.

Federal law prohibits the possession or discharge of guns within a distance of 1,000 feet from school property. St. Pius X School will not tolerate possession of a dangerous/deadly weapon on school property. Any student who knowingly brings a weapon to school, will be expelled and appropriate law enforcement agencies will be contacted. Student then, in turn, will be prosecuted. Look-alike toy weapons will be confiscated and students may be suspended or expelled.

The school retains the right to search school lockers used by students or student book bags or personal items if there is just cause for suspicion that drugs or weapons may be on school grounds.

### APPENDIX #4

#### DIOCESAN POLICY - EXPULSION

A student may be expelled from school for misconduct of a very serious nature calling for immediate dismissal. Expulsion, the permanent termination of a student's enrollment, is a sanction that should be invoked rarely, as a last resort for clear and serious cause.

Procedures for expulsion include the following:

1. With the exception of the most serious circumstances, before a student is expelled, the following measure shall ordinarily have been taken (not necessarily in this order) and documented by written communication between the school and the family. Without written information, many misunderstandings can occur and documentation of all pertinent information is necessary for the protection of the rights and responsibilities of all involved. Such measures might include:
  - Probation
  - Conference with parents, student, teacher and principal to avert dismissal
  - Expulsion
2. In parish schools, the principal must confer with the pastor regarding any impending decision to expel a student.
3. The parents shall be given a written notice of the offense(s) and invited to a conference with the student, school personnel, and principal. In parish schools, the local pastor should be advised of the conference and invited to attend.
4. The principal shall properly document all expulsion cases including, but not limited

to, grounds, evidence, record of conferences(s), and final notice. Such documentation shall not be part of a child's record.

5. The Superintendent of Catholic Schools shall be notified by the principal immediately of any expulsion. This notification shall be in written forms, whether or not verbal communication has occurred.
6. The final decision to expel a student rests with the principal and, in parish schools, with the knowledge and consent of the pastor.

Any parties involved in a very serious matter and who have major difficulties with the principal's decision may request a hearing from the local Review Committee. All parties are urged to use the review committee opportunity as a means toward reconciliation.

#### APPENDIX #5

### DIOCESAN POLICY - SUSPENSION

Students may be suspended for serious reasons, including but not limited to: conduct unbecoming a Christian student; incorrigible or disruptive behavior which impedes the progress of the rest of the class; use, possession or sale of weapons, drugs or controlled substances; infliction of or threatened physical injury to another person; as specified by the local school policy. Grounds for suspension cover conduct occurring on campus or off campus during school related activities.

Students may be suspended for a period of time not to exceed one week.

The suspension process includes the following actions:

After consultation with the student about the incident, the principal must notify the student and the student's parents or guardian of:

- a. the reason(s) for the suspension,
- b. the time/length of the suspension,
- c. requirements for reinstatement.

Exact procedures should be specified clearly in local policy, but must include those stated in diocesan policy.

The principal/pastor is the final recourse for all disciplinary situations and may waive any disciplinary rule for just cause at his/her discretion.

A written record of the reason for the suspension with the date and a summation of the parent conference shall be kept on file.

## APPENDIX #6

### **SUMMARY OF POLICY AND PROCEDURE OF THE DIOCESE OF TULSA CONCERNING SEXUAL OR OTHER PHYSICAL ABUSE OF CHILDREN**

#### Policy

There are few problems more painful than the sexual abuse of a child by a member of the clergy, an employee, or any other agent of the Church.

The sexual abuse of children is morally reprehensible and emotionally devastating. Although it cuts across all lines of society, and among offenders, knows no distinctions of class, race, religion, or occupation, this behavior, whenever and however it occurs, is clearly wrong and must be condemned in the strongest terms. The life-long effect that such a behavior can have on a child must not be underestimated.

As knowledge about the roots of this disordered behavior increases, we pledge to seek the most sound advice possible, in order aggressively to protect the innocent, treat the perpetrator, and safeguard our children.

It is the policy of the Diocese of Tulsa to use every possible means to prevent an occurrence of sexual or other abuse of children by any person engaged to do the work of the Church in any capacity whatsoever. The Diocese is committed to the implementation, and constant refinement and improvement, of procedures to educate our people about the nature of this problem, and select and determine more effectively those who will be given any responsibility for dealing with children or other vulnerable persons in the name of the Church. Furthermore, we commit ourselves to alleviate, as far as we are able, the suffering of all persons who may be affected should such an incident occur.

In our attempt to deal with this most grievous problem, and more importantly, to prevent it, we pledge a course of action which will include the following:

- To educate all those involved in the appointment, hiring, or retention process about procedures designed to prevent the exposure of unfit persons to children or others who may be vulnerable.
- To respond promptly to all allegations of abuse.
- If such an allegation is supported by sufficient evidence, to relieve the alleged offender promptly of his or her duties and refer him or her for the appropriate medical evaluation or intervention.
- To comply with the obligation of civil law as regards to reporting the incident and cooperating with the investigation.
- To reach out to the victims and to all persons affected by the incident and communicate our sincere commitment to their spiritual and emotional well-being.
- Within the confines of respect for the privacy of the individuals involved, to deal as openly as possible with members of the community about the incident.

It is essential that every person engaged to do the work of the Diocese, whether clergy, lay employee, or volunteer, adhere to, support and actively assume responsibility for the execution of these policies as a condition of his or her acceptance of any responsibility whatever in the name of the Diocese or any of its parishes, schools, departments, or agencies.

## Procedure

### PARISH/AGENCY RESPONSE TO ALLEGATION OF CHILD ABUSE

1. **RECEIPT OF COMPLAINT OR ACCUSATION OF SEXUAL OR OTHER PHYSICAL ABUSE OF A MINOR BY SOMEONE CONNECTED WITH THE CHURCH.**
  - A. **If the source is anonymous, try to obtain enough information (name, addresses, telephone numbers of persons having knowledge) to permit an investigation.**
  - B. **If the source is the victim, or parents of the victim, obtain name, address, telephone number, and assure them that they will be contacted by a representative of the Church.**
2. **NOTIFY YOUR IMMEDIATE SUPERVISOR. PASTORS, ADMINISTRATORS AND SCHOOL PRINCIPALS SHOULD IMMEDIATELY NOTIFY THE VICAR GENERAL, OR IN HIS ABSENCE, THE CHANCELLOR.**
  - A. **Assure that the requirements of the Mandatory Reporting Law of the Oklahoma Criminal Code (see Definitions) are complied with.**
  - B. **Information should include: name, address, telephone number and age of victim, together with the name, address and telephone number of parents of the victim, the nature of the injuries, and the name, address, and telephone number of the alleged perpetrator.**
  - C. **Supervisor or Vicar General will assure compliance with the reporting requirements of DHS.**
3. **ANYONE ACCUSED OF SEXUAL OR OTHER PHYSICAL ABUSE OF A MINOR WILL BE NOTIFIED OF THE ACCUSATION AND IMMEDIATELY PLACED ON ADMINISTRATIVE LEAVE PENDING INVESTIGATION.**
4. **THE ACCUSED PARTY WILL BE ADVISED TO OBTAIN HIS/HER OWN INDEPENDENT LEGAL COUNSEL.**

#### Mandatory Reporting Law of the Oklahoma Criminal Code: 21 O.S. & 846(A).

... every other person having reason to believe that a child under the age of eighteen (18) years has had physical injury inflicted on him or her by other than accidental means where the injury appears to have been caused as a result of physical abuse or neglect, shall report the matter promptly to the county office of the Department of Human Services in the county wherein the suspected injury occurred . . . It shall be a misdemeanor for any person to knowingly and willfully fail to promptly report any incident provided above. If the report is not made in writing in the first instance, it shall be reduced to writing by the maker thereof as soon as may be after it is initially made by telephone or otherwise and shall contain the names and addresses of the child and his or her parents or other persons responsible for his or her care, the child's age, the nature and extent of the child's injuries, including any evidence of previous injuries . . . and other information that the maker of the report believes might be helpful in establishing the cause of the injuries and identity of the person or persons responsible therefore if such information or any part thereof is known to the person making the report.

# **St. Pius X School**

## **Student Acceptable Use Policy for Technology**

### **School year 2011-2012**

Internet services are available at St. Pius X School and provided to students with the following goals in mind:

- To promote educational excellence for the advancement and promotion of learning and teaching;
- To support research and education;
- To correctly use information to meet the student's educational goals and for classroom projects.

Being allowed to use computers at St. Pius X School is a privilege and not a right. This right can be modified, suspended or not allowed if it is abused. As a student, I know that I must follow these rules:

1. I will only use the Internet and computers with my teacher's permission and for the purpose that the teacher has requested.
2. I will respect copyright laws and will make sure to show where I found the information and will not copy it without permission.
3. I will not enter inappropriate or hurtful language into the computer.
4. I will stay safe on the Internet by making sure that I never share personal information, like my full name, address or telephone number, the name of my school, my friends, teachers, where my parents work or their phone numbers without getting permission. If anyone on the Internet tries to meet with me, I will refuse and tell my parents or teachers immediately.
5. I will let my teacher know immediately if I see anything on the Internet that is inappropriate or that makes me uncomfortable.
6. I will respect the school's computer equipment. I will not change any settings or install or download any software on the computer. I will not open any other students' files/folders.
7. I will not put any disks or CDs into the computer unless they are approved by my teacher.
8. I will only use e-mail for a class project directed by my teacher – any e-mail will be sent or received by my teacher.
9. I will not buy or sell anything using the school's computers.
10. I understand that I will only be able to use school computers if I follow these rules.
11. I will not use my personal social networking account to harass, threaten or use cruel comments about other Saint Pius X students, teachers or the Saint Pius X community in general. This extends outside of school hours. If I see any detrimental information about a Saint Pius X student or staff member, I will report it to my parents or teachers immediately.

I have read the above and agree to follow these rules. If I do not, my privileges can be taken away.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date