

## MISSION STATEMENT

St. Pius X High School, with its roots in the Catholic Parish, is a co-educational school, which educates young people to their full academic potential and enhances their growth of Catholic values and principles to serve the Church and community. Through a diverse and challenging curriculum, as well as an environment commanding excellence, St. Pius X High School strives to instill in every student an attitude of lifelong learning in the development of their spiritual, intellectual, emotional and physical gifts.

## RELIGIOUS DEVELOPMENT

St. Pius X High School's ultimate aims include preparation of the student for Christian ministry expressed by our Roman Catholic tradition. Students of other faiths are welcome to our program of Christian formation with the understanding that they share and deepen their religious commitment. All students are required to participate in the following developmental aspects of the school.

## CHRISTIAN BEHAVIOR POLICY

We are representatives of Christ on earth, and the core of our mission is to live a Christ-centered life. Therefore our expectation for behavior of staff, students and families is the high bar of the Gospel. Students, staff and community are expected to behave in a manner which witnesses Christian charity and values. Each person's dignity must be valued and guarded, in our speech and our actions.

**THEOLOGY CLASSES:** All students (including non-Catholic students) are required to take the theology classes required for graduation.

**RETREATS:** Class retreats are held during the school year under the direction or supervision of priests, religious or St. Pius X faculty. These are out-of-school times of prayer and reflection required for all students. Absences from these retreats are unexcused, and all students who are absent on retreat days will be required to meet with the Theology department to come up with a replacement experience.

**LITURGIES:** All school Masses are held weekly per Priest availability with additional Masses offered every Tuesday and Thursday morning before school. Class Masses are generally organized through the theology classes and are held occasionally throughout the school year. Attendance at the liturgies (except Tuesday and Thursday mornings) is required.

**ADORATION:** held weekly during Thursday Seminar when St. Pius X is in session, from 9:55am to 10:55pm in the St. Pius X Chapel. The Blessed Sacrament is exposed for adoration and all visitors are welcome.

## SACRAMENTS:

The Sacrament of Reconciliation is held during Advent and Lent. Students are required by the diocese to attend classes outside of school for Confirmation. Generally, school functions are not held on Sunday in order to allow student participation in the local parish confirmation programs.

## SERVICE HOUR REQUIREMENTS

The purpose of the service requirement is to heighten an awareness of the plight of the less fortunate, to develop in our students a sense of civic responsibility and a sense of Christian stewardship. St. Pius X students are required to perform 60 hours of service for graduation. Students can either achieve a balance between their community, Parish, and school (with a minimum of 20 required in their community); or they may opt to perform all 60 hours in their community.

No payment may be rendered or accepted by students for service.

Because we want our students to develop a sense of civic responsibility, the majority of service should be done in the community, for approved agencies. (A list of approved agencies is available **on our website: [www.stpiusxhs-kc.com](http://www.stpiusxhs-kc.com)**). All service hours need to be properly documented for credit towards graduation. A supervisor—not the student—from where he/she is volunteering, must complete a service hour form. These forms are available **on our website: [www.stpiusxhs-kc.com](http://www.stpiusxhs-kc.com)**. Students are responsible for getting them to the agencies. If a student is performing multiple hours over several days at the same agency, only 1 service

hour form should be completed. This will make record keeping easier for everyone and assure that service is appropriately documented.

Once the forms are completed, they need to be turned in to the front office within two weeks of performing the service. **Students are required to remain current regarding service hours (7.5 hrs/semester) for transcripts to be sent.**

### **ACADEMIC POLICIES ADMISSION REQUIREMENTS FOR FRESHMEN:**

An annual application date will be established. Any student who meets the academic standards applying by that date will be admitted.

A second application deadline will be established to fill any remaining seats. Students not applying by one of the first two deadlines will "lose" any preference.

A Registration fee will be required by the appropriate application deadline to hold a seat for any successful applicant. No application will be considered without the payment of the fee. No refunds will be made to successful applicants who simply change their minds about attending St. Pius X.

### **ADMISSION REQUIREMENTS FOR SOPHOMORES AND JUNIORS:**

Students transferring into grades 10 and 11 must fill out an application for admission and submit a current transcript of grades and other required records, such as health records. Transfer students must attain the successful completion of course work up to the year/semester they are entering St. Pius X High School, show a good attendance history, and show a record of good citizenship. A conference with the student, the parents, and the principal must take place for admission to be considered.

### **ADMISSION REQUIREMENTS FOR SENIORS:**

Generally, the school does not accept transfers into their senior year; if a senior is admitted to St. Pius X, he/she must fulfill all the requirements necessary for graduation. The principal will determine exceptions to these admission requirements.

### **GENERAL STUDENT INFORMATION:**

**St. Pius X High School students are expected to remain unmarried and to live in the home of their parent or guardian.**

St. Pius X High School admits students of any sex, race, color, national or ethnic origin to all the rights, privileges, programs and activities accorded to the school. Non-Catholic students are welcome to enroll at St. Pius X H.S.; they are required to take the theology courses, attend and participate with reverence in the retreats and religious services (to the extent allowed by the Catholic Church). If a non-Catholic student finds it impossible to attend and respectfully participate in any or all of the religious activities of the school—including the theology classes, (s)he will be asked to withdraw from the school.

As a non-public school, St. Pius X must provide courses required by the state for graduation from high school, but it also sets its own graduation requirements, which all students attending the school must complete in order to graduate. In order for students to graduate from St. Pius X High School, they must pass 27 credits, four of which are credits in Catholic Theology. Transfers into the school will be required to fulfill the Religion requirements for the year/semester they enter and all subsequent years, but not any preceding year. Students are required to take 7 courses per semester.

### **GRADUATION REQUIREMENTS:**

Theology	4 Credits
English	4 Credits
Soc. Studies	4 Credits
Mathematics	3* Credits
Lab Science	3 Credits
Speech	½ Credit
Phys.Ed.	1** Credit
Health	½ Credit
Fine Arts	1 Credit
Prac. Arts	½ Credit
Personal Fin	½ Credit
Electives	5.0*** Credits

**\* The 3 credits of mathematics must include Algebra I, Algebra II and Geometry.**

**\*\*P.E. credit may be obtained @ .25 credit for each completed season of an after school activity. For example: cheer/dance/football/track etc.**

**\*\*\* College bound students are strongly encouraged to take at least two years of the same foreign language in preparation for entry into post secondary education.**

Letter Grade	Un-weighted GPA Scale	ACCP/AP Scale	SPX Grading Scale
A	4.00	5.00	93-100+%
A-	3.67	4.67	90 – 92%
B+	3.33	4.33	87 – 89%
B	3.00	4.00	83 – 86%
B-	2.67	3.67	80 – 82%
C+	2.33	3.33	77 – 79%
C	2.00	3.00	73 – 76%
C-	1.67	2.67	70 – 72%
D+	1.33	1.33	67 – 69%
D	1.00	1.00	63 – 66%
D-	0.67	0.67	60 – 62%
F	0.00	0.00	Below 59%

**COMPLETION OF SCHOOL REQUIREMENTS:**

Students who fail courses required for graduation, including theology, at the end of any semester must make up those credits over the summer. Coursework may be made up in the following ways: St. Pius Credit Recovery System (Acellus), public summer school or night school sessions; an approved tutor; or through a university correspondence course. Theology courses must be made up at St. Pius X. All make-up work through a tutor must be approved by the principal in order for the credit to be accepted by St. Pius X. Failure to make up a failing grade in required courses will result in disallowing the student to return to St. Pius X High School, or in the case of a senior, not being able to graduate from St. Pius X High School. Courses made up through one of the approved methods are posted on the transcript, but do not

replace the failing grade nor do they count in the calculation of the student's GPA. Students who refuse to cooperate or to make good efforts toward academic progress may be asked to withdraw from St. Pius X High School at any time in the school year. Any freshman or sophomore who fails three or more subjects at the end of any semester will meet with the principal and their parents to discuss their continued attendance at St. Pius X High School.

**FINAL EXAMS:** Exemptions from final exams are not allowed for any student. Students are to take their final exams at the scheduled times. Exceptions to this policy must have the approval of the principal.

**HONOR ROLL:** To be eligible for the THE PRINCIPAL'S HONOR ROLL, a student must maintain a 4.0 or above in all subjects. For the "A" HONOR ROLL, a student must maintain a 3.5 to a 3.999 in all subjects, with one grade no lower than a B-. For the "B" HONOR ROLL, a student must maintain a 3.0 to 3.499 in all subjects, with no grade lower than a C- (two maximum). Honor rolls are based on semester grades. To be on any Honor Roll, no student can have a D or F.

**AP / ACCP POLICIES:**

- Students need to have a 3.00 Cumulative GPA to enroll.
- AP / ACCP classes receive a weighted grade
- AP classes require a test to be taken in May; the cost will be assessed in August
- Students need to be recommended by their current teachers to take these classes
- Students will be held accountable to all standards and practices associated with college level courses.
- Students will not be able to drop a course after the final registration date established by St. Pius X for enrollment, May 12, without consequence.
- Students who choose to withdraw from a course after the final drop date will receive a Withdrawal Fail (WF) on their transcripts for that course. That (WF) will count against their

cumulative GPA. Students will only be allowed to withdraw from a course if there is room for them in the standard course of the dropped AP/ACCP course.

**ACADEMIC LETTER:** To earn an academic letter, students must be in grade 10, 11, 12 or a 2<sup>nd</sup> semester freshman and earn a 3.5 **semester** grade point average.

**NATIONAL HONOR SOCIETY MEMBERSHIP POLICIES:**

Membership in the National Honor Society is an honor bestowed upon a student based on outstanding scholarship, character, leadership and service. The selection process for membership is by a faculty committee and is consistent with the rules and regulations of the NHS constitution.

A list of students who have maintained a 3.0 Grade Point Average or above after four semesters is presented to the faculty who are asked to recommend students on the list they feel should be nominated. A record of activities, honors and service in the school, parish and community should be made available by the student to faculty in making recommendations. A faculty council appointed by the principal considers the recommendations for the selection of the new members.

**ACADEMIC PROBATION:** Academic probation is an academic status whose length of time is at least one semester. It occurs when a student's performance falls below reasonable academic expectations. Academic probation is not intended to be a continuous situation; initially, students and parents meet with the counselor to determine strategies for improvement, to evaluate study skills and discuss reasons for sub par performance. A student who remains on probation for three semesters, or has a history of probation, meets with SIT and his/her parents to determine if continued attendance at the school is in the student's best interest. Students may be placed on academic probation for any or all of the following reasons:

- receiving two F grades at the end of any semester;
- having less than a cumulative 2.0 GPA;
- falling below a 2.0 GPA for the current semester.

A student who ends a preceding school year on probation will remain on probation for the fall semester.

**Strategic Intervention Team (SIT)** – SIT is led by our counseling department. The counseling team and teachers from different grade levels meet several times a month to address specific academic and/or behavioral concerns of struggling students. Students may be referred to SIT by a teacher, team of teachers, or a parent.

**The Learning Center** – Quiet area for study with the opportunity to work with teachers or tutors

*Monday, Tuesday and Friday:* Study Hall - IN THE LIBRARY MEDIA CENTER

*Wednesday:* 7:30 - 8:15am – CHECK-IN IS IN THE COMMONS

*Thursday:* Seminar - IN THE LIBRARY MEDIA CENTER

**Homework Policy** – All homework is expected to be completed and turned in when assigned. Any student failing to do so, will be added to the Daily Incomplete Assignment List (DIAL). Students on the DIAL are notified by their study hall teacher of his/her **requirement** to attend the **Learning Center**. ***It is the responsibility of the student to come to the next Learning Center time to complete their homework.*** **Parents will not be notified of missing work unless the student fails to attend two consecutive Learning Center opportunities.**

\*\*\*Students must attend a Learning Center session within a 24 hour period from when the assignment was due. If they do not complete their work in the allotted time – they may choose to finish the assignment at home. If they do not complete and turn-in the assignment, they will be put on the DIAL for the following day. If a student fails to complete the missing work within a one week period, he/she **will be required to attend Friday Night School** which is a **one hour mandatory study hour** from 3:00 - 4:00 on Friday afternoon.

**Low Grade Policy (D/F list)** – Each week a D/F list is generated **requiring** students with one or more grades below 60% (F) or two or more grades below 70% (D) to attend the **Learning Center on Wednesday mornings 7:30 – 8:15 and Thursdays during seminar** to work with an assigned tutor or their subject teacher. Students receive a written notification of their Mandatory

Learning Center Referral each week until the grade(s) is/are raised. **Parents are notified by email of these Mandatory Learning Center Referrals.**

**Failure to attend Mandatory Learning Center Sessions** – Discipline Referrals will be given to students who miss their mandatory learning referrals. This will require the student to **serve a 7:00 am detention the following morning** with Mr. Lee.

**Failure to attend Friday Night School** -- The student will be called into a **Monday Morning Meeting** with administration and will be counted absent from his/her first hour class until parents have been contacted and the matter has been resolved.

**Parents will be notified by e-mail when students receive a mandatory learning referral, a discipline referral, a Friday Night School or a Monday Meeting.**

Students on probation

- understand that teachers may require them to remain after school to complete homework or to catch up on previously assigned work;
- understand that they are to attend Learning Center and seminar sessions on days of late start with specific teachers.

**Any student who fails in either semester must have the “F” made up before they can begin the next school year, including proof of completion. The student must also schedule a meeting with the counseling department in order to progress toward graduation.**

**A student who does not meet the above requirements, or is having disciplinary issues, may have extracurricular privileges revoked indefinitely by the principal.**

**ACADEMIC STANDARDS FOR EXTRA-CURRICULAR PARTICIPATION:** Participation in extra-curricular activities is an important part of the total high school education. According to Missouri State High School Activity Association rules, participation is a privilege rather than a right; and standards can be set for continued exercise of that privilege. For a student to be eligible to participate in the activity program at

St. Pius X High School, the following eligibility standards have been established. These standards purposely exceed those of the MSHSAA, and they apply to all extra-curricular activities (athletic, cheerleading, debate, drama, etc.).

1. A grade point average of 2.0 must be maintained as outlined below.

a) If a student fails to achieve a 2.0 GPA he/she will be placed on academic warning status for the next grade period. The student may be required to attend late start tutoring sessions and obtain regular teacher progress reports for the entire grade period.

b) If a student on warning fails to achieve a 2.0 GPA for the next grade period, he/she will be ineligible for extra-curricular activities until a 2.0 GPA is achieved for a grading period (at least 6 weeks).

2. If a student receives 2 or more failing grades at the end of a grading period, he/she is ineligible until a passing grade is achieved in all classes. The period of ineligibility will begin the Monday following the last day of the grade period and will last a minimum of two weeks. The Athletic Director will maintain contact with the teachers involved to determine when the student regains eligibility.

3. If a student receives 2 failing grades for a semester, he/she will be ineligible for the following semester.

4. Practice during a period of ineligibility may be allowed at the discretion of the parent and coach involved.

5. Warning and ineligibility periods may carry over from one academic year to the next (e.g.: a student who fails to achieve a 2.0 GPA for the final grade period of one year will be placed on warning or is determined to be ineligible for the first grading period of the next year).

6. Students may make schedule changes prior to the beginning of a semester if the change is feasible. All schedule changes after the start of the semester, including withdrawals, are charged a \$10.00 fee per change.

**PLEASE NOTE: For purposes of defining eligibility, grading periods 1-2-4-5 will use the current GPA for that period. For grading periods 3 and 6 the current semester grade and GPA will be used to determine eligibility.**

**SCHEDULE CHANGE POLICY:** Under normal circumstances, students may not withdraw from

a course. The first step is to confer with Mr. Murphy relative to the possibility of a change and if granted, receive a Schedule Change Form to be given to Mr. Lee. Following are the exceptions:

- \* a student is scheduled incorrectly as a result of inadequate or erroneous information;
- \* a student previously earned credit in a scheduled course;
- \* a student has not taken or passed the prerequisite for the course;
- \* an additional, unscheduled course is needed for graduation;
- \* at the principal's discretion.

### ATTENDANCE POLICIES

The faculty and administration feel strongly about the importance of regular and punctual attendance. Further, Missouri Statute 167.031 states that parents of students between ages seven and sixteen must require their child to attend school regularly for the entire school term of the school in which the child is enrolled. Students should be in the building no later than 7:45 am; classes normally begin at 7:50 am.

**ABSENCE:** Absences and tardies will be recorded accurately. All absences or tardies, even if planned or excused, are recorded as absences or tardies on the official transcript (Diocesan Policy 325.4). Parents should call the school between 7:00 am and 7:30 am to report students' absences. Absences are calculated on a year long basis. If the office has not been notified of the student's absence, school office personnel will begin calling the numbers listed as home or work numbers for parents/guardians to confirm the absence. When students return from an absence, they should bring a note, dated and signed by a parent, guardian, or physician stating the reason for the absence in case documentation is needed for review.

Excessive absences jeopardize the student's continuation in the course work of the school. More than **ten** absences a year is excessive. Students who are absent have make-up privileges for those ten days; **work missed because of absence beyond ten days cannot be made up for credit.** All absences count toward the ten days. Doctor/dental appointments, travel, personal business, etc. all count as absence from each particular class.

Students with regular orthodontic appointments throughout the year may need to stagger their appointment times so they are not consistently missing the same class period. The school prefers that dental and medical appointments be scheduled outside class hours - after 3:00 PM or school holidays when possible. Ten-day absence policy is determined on a per class basis. Students or parents may appeal the loss of "make-up privileges" by contacting the assistant principal.

If there are any extraordinary circumstances and or illnesses, parents must make contact with the school and provide documentation from the doctor for any exception to be made to the policy. This must be provided at the onset of the diagnosis.

When a student is absent from school for 25 or more days, the student and his/her parents will be required to appear before an administrative review board to determine whether they should remain at St. Pius X.

It is the responsibility of the student to make up all work when absent. Each student should have a "buddy" from which assignments can be obtained. If a student is absent for more than two days, parents may call the school office and request assignments from teachers. **Individual teachers, via their syllabi, will determine the length of time to be given to students for make-up work. The teachers have an individual webpage for their class on [www.stpiusxhs-kc.com](http://www.stpiusxhs-kc.com), under Our School, and select the teacher.**

In order to participate in interscholastic activities, a student must be present for the second half of the school day---four hours on regular schedule days - by the start of 4<sup>th</sup> hour, 10:25am and two hours on block schedule days – Wednesday by 3<sup>rd</sup> hour, 11:20pm and Thursday by 6<sup>th</sup> hour, 11:05am. A student will not be permitted to participate if he/she is absent for the second half of the day. Students serving in-school or out-of-school suspension may not attend or participate in school or extracurricular activities for the term of the suspension. **When a student is absent from school, he/she is not to be at school for activities, practices, etc.;** presence at school will cause the day of absence to be counted as

truant, and the student will forfeit all make-up work for credit.

**PLEASE NOTE: ALL ABSENCES AND TARDIES ARE COUNTED ON A PER CLASS/HOUR BASIS FOR THE PURPOSES OF OFFICIAL ATTENDANCE, AWARDS, AND OTHER RECORDS.**

Absences are considered unacceptable and unexcused if they are due to truancy, suspension, skipped class or classes, leaving campus without permission, leaving campus for reasons other than emergency (such as forgotten homework or clothing). Students forfeit the right to make up homework, tests, and quizzes missed during unexcused absence(s), as well as in the skipped class(es) the day following the unexcused absence(s).

**Special Case -- Parenthood Policy:** In keeping with the traditional teachings of the Church, St. Pius X High School promotes the respect of life and stands strongly against abortion. This pro-life stance supports the position that the school should provide an environment where a pregnant girl can find support, compassion and forgiveness. Diocesan policy states that pregnant students are not to be restricted from attendance at school. There is no encouragement for the two students involved in the pregnancy to get married; nevertheless, they are expected to assume responsibilities concomitant with the act of bringing a new human life into the world. This implies a change in their priorities. A meeting with the pregnant student, her parents (and where possible, the father of the child and his parents), will be held with the principal to determine some practicalities involved in being a pregnant student in a Catholic school. Each case of student pregnancy presents the possibility of unique circumstances, which require specific interpretation. The school administration is vested with the responsibility of determining who represents the school and the student body in various public settings.

**WITHDRAWAL PROCEDURES:**

The student/parent who is withdrawing must contact the office manager. The "Withdrawal Process" may take a minimum of 3 days to complete.

**TARDINESS TO SCHOOL:** "Consistent or habitual tardiness is a serious offense. In the

case of consistent or habitual tardiness, the school will conference with the parent(s) and/or guardian(s). In some cases, when tardiness continues to be a problem, it may be necessary for parents or guardians to explore other educational options in order to ensure that the student's needs are being met..." **(Diocesan Policy 325.4)**

All tardies will be recorded. Students who arrive any time after the starting bell are to report to the office where they will be given an admit slip. Students are given 4 free passes to be late to school without consequence for emergencies only on regular start days (Monday, Tuesday, Friday). Anytime an emergency arises the school should be notified 30 minutes before the start of school with a phone call. On the 5<sup>th</sup> tardy, students will receive a discipline referral and a detention. For the 6<sup>th</sup> tardy – 2 detentions, 7<sup>th</sup> tardy – 3 detentions, 8<sup>th</sup> tardy – 4 detentions, 9<sup>th</sup> tardy – 5 detentions, and 10<sup>th</sup> tardy – 10 detentions. Students will be assigned a detention and a discipline notice will be mailed home. ALL tardies count toward the total of ten with the exception of medical appointments, for which verification from the physician or dentist is mandatory (i.e.: a written statement). On the occurrence of the eleventh tardy, a student will be suspended from his/her first hour class and other classes affected by the tardiness (with loss of credit) until a conference is held with the parent, student and the assistant principal. If a suitable solution cannot be found, the student will be removed from the class, given a failing grade, and he/she will be assigned to the main office during class time; all subsequent tardies will be assigned a detention.

**Tardiness on a late start day will result in an automatic detention the next morning unless excused by the administration. To avoid automatic detention on late start days the parent or guardian must call before 8:00am to report the tardy and must accompany the student to school to sign the student in at the front desk.**

**LATENESS TO OTHER CLASSES:** Once at School, students arriving late to class periods 2 through 7 will be assigned one demerit by the teacher. Students are considered late if they are not in the room when the bell for class rings.

**SCHOOL ACTIVITIES:** St. Pius X students are encouraged to participate in extracurricular activities as long as it does not hamper their academic work. Students must maintain eligibility to participate in activities.

No student activities, including sports practices, are allowed at school on Sundays without advanced permission from the principal. Weekly practices and/or activities must finish at 7:00 pm during the week on school nights unless approved.

## **POLICIES FOR SCHOOL DISCIPLINE**

The purpose of the discipline policies of the school is to create an orderly and respectful environment in which the educational process can take place. Discipline should be viewed as part of the educational process; it is essential that each student and his/her family be in agreement with the discipline code of the school. If a student cannot live responsibly within the guidelines outlined here, the school reserves the right to determine whether or not his/her attendance at St. Pius X is beneficial to the entire school community. The following situations are grounds for long-term suspension or immediate expulsion: behavior which substantially disrupts, impedes, or interferes with the operation of St. Pius X High School, or that is contradictory to the teachings of the Catholic Church, and misbehavior in public that damages the reputation of St. Pius X High School or any other institution, or is a danger to the students or staff. Every staff person has the authority to enforce the school's discipline policies on school property and at all school-sponsored events.

**DISCIPLINE BOARD:** The discipline board, comprised of the assistant principal and faculty members, hears all cases referred to it through the normal administration of the discipline policies, or via the principal or assistant principal.

**DISCIPLINE FILE:** A file is maintained by the assistant principal for each student. The file includes a record of misconduct, disciplinary action taken, parent-school contacts, and notices of tardies and absences. If a student or parent wishes to review or discuss the file, either may do so by calling the assistant principal and making an appointment; at the time of the

appointment, the contents of the file will be shown to the concerned parties and discussed. The contents of the file remain the property of the school.

**DEMERIT CARDS:** All students are issued demerit cards each semester and are required to carry the demerit card at school and at school-sponsored functions; students are to present demerit cards to any faculty/staff member upon request. Failure to do so will result in two automatic detentions and a discipline referral. **If a student is on his/her 2<sup>nd</sup> card and cannot produce it when asked, he/she will have three detentions. If a student is on his/her 3<sup>rd</sup> card and cannot produce it when asked, he/she will have four detentions.** The accrual of 5 demerits will result in an automatic detention and a discipline referral. The accrual of 10 demerits will result in two consecutive detentions and a discipline referral. The accrual of 15 demerits will result in three consecutive detentions, a discipline referral, and a conference with the principal or the assistant principal. Continued accumulation of demerits beyond 15 will result in a detention for each occurrence and places the student in jeopardy of dismissal from St. Pius X High School. After the completion of the third card, no other card will be issued and all discipline incidents will result in a discipline referral/detention.

If a card is lost, the student will receive the next card in sequential order and must serve detention(s) for the lost card as described above. All students are required to turn in demerit cards at the close of first semester. Cards will be considered lost if they are not turned in.

### **DISCIPLINE REFERRALS:**

Disciplinary referral forms will be issued to students for serious disciplinary problems that occur in the classrooms, around the school, or at school functions. The referral form is also used when students fail to give teachers their demerit card upon request. They will be filled out by a teacher and turned in to the assistant principal, who will meet with the individual student, administer the proper disciplinary action and send a copy of the referral to the parents.



Six or more referrals during a school year are considered excessive. The accumulation of six or more referrals will result in a parent conference with the assistant principal and/or principal, or suspension, or placement of the student on disciplinary probation, or the review of the student's continued status at St. Pius X High School by the Discipline Board, up to and including the possibility of expulsion.

**DETENTION:** Detention will be held every morning from 7:00-7:40 AM. Students must serve detention(s) the day following the offense. Detention is normally supervised by the assistant principal. Students are to report to detention on time and are to bring materials with them to do homework and study. Students are to serve detention on the day assigned. Detention has priority over any other school activity. Any change in the time or date for detention must be done by the assistant principal. Failure to report to detention will result in two consecutive detentions assigned by the assistant principal. Failure to serve the consecutive detentions will result in suspension from school for at least one full day and a conference with the parents of the student prior to re-admission to school. Students who are suspended for failure to serve detentions will receive zeros for any work missed.

**SUSPENSION:** Suspension may be imposed by the principal or assistant principal for disciplinary violations without giving the student or his/her parents a hearing. A written notice of the suspension will be given or mailed to the parents and/or student. All suspensions exclude the student from all school activities until the suspension period is over and a conference with the parents has been held. Suspended students are not to be on school property or at school events (away or at home) for any reason. Suspensions may be from one or more class periods to 15 days.

Seniors may be suspended from participation in graduation ceremonies for disciplinary reasons. A senior may also be asked to withdraw from St. Pius X High School up to the time of graduation ceremonies if he/she is involved in actions that violate the school disciplinary code and expectations.

Students who seriously endanger the safety or well being of the staff, student body, and/or physical plant are subject to suspension or expulsion.

**DISCIPLINARY PROBATION:** Disciplinary probation is a conditional enrollment during a set period. It may be coupled with other forms of corrective action. The period of probation may be of varying lengths of time, but generally lasts for a semester or a full year. During the period, the students must fulfill the conditions set forth in writing by the principal or the assistant principal. Failure to meet the requirements may result in an appearance before the discipline board and/or the student may be asked to withdraw from the school by the principal.

**EXPULSION:** Expulsion from St. Pius X is a permanent termination of enrollment. Students expelled from St. Pius X High School forfeit all rights usually possessed by members of the student body, including attendance at classes, all school-sponsored functions including interscholastic events, visitation of school premises, etc. Causes for expulsion include, but are not limited to, abuses of school policy as defined in this handbook. Expulsion from St. Pius X High School could make the student ineligible for interscholastic activities for 365 days at his/her new school under MSHSAA Citizenship rules.

**ABUSES OF SCHOOL POLICY:** All school rules and regulations apply to the school buildings, school property, and all school sponsored events (both at home and away from school). The following actions are deemed serious enough to warrant immediate suspension and/or expulsion:

1. Grave disrespect for administrators, teachers, staff, peers;
2. Vandalism, or the willful destruction of, defacement of or tampering with property belonging to another;
3. Violating the rights of other students (cheating, stealing, extortion, any type of harassment, etc.);
4. Deliberate, malicious, or willful misconduct which substantially disrupts, impedes, or interferes with the operation of this school, or functioning of this school's special Catholic mission and its Christian educational function. (This includes misbehavior at school activities

and in other public settings that discredits the reputation of St. Pius X High School, its programs, and/or its community);

5. The use of profanity, obscenities or degrading remarks; display, distribution or sale of pornographic materials;

6. Loitering in the halls or parking lots;

7. Gambling of any sort. This includes pool and/or pots for athletic tournament brackets. Students distributing such materials or collecting monies for such activities are subject to immediate suspension;

8. Participating in activities contrary to the teachings or public positions taken by the Catholic Church or the Diocese;

9. A pervasive attitude of generalized disregard for school policy, personnel or property;

10. Bullying of any type. This will be viewed as harassment, and would include physical or verbal bullying, entitlement and or threatening behavior by an individual or group;

11. Cyber bullying – using the internet or other devices to threaten or defame - even off campus. This will be addressed and when necessary turned over to the police.

12. At the discretion of the principal, a student who has been charged with a crime may be suspended or placed on probation pending the outcome of the charge. **(Diocesan Policy 340.5)**

13. Skipping all school Mass

14. Prohibited/Inappropriate use of Electronic Devices.

**According to the Diocesan Policy on School Violence (340.31):** "Schools and centers will not tolerate any violence from students, employees, parents, guardians or other adults. For purposes of these guidelines, school violence includes, but is not limited to, any action, word or object that is intended to, or has the effect of, hurt or intimidation toward another person. Examples include: threats, intimidation, belligerence, assault, battery, stalking, conflicts that turn into fights, bringing any type of weapon into the school and harassment - verbal, physical and sexual.

Any type of weapon, or facsimile or reproduction of a weapon, is prohibited on school property unless deemed appropriate for educational purposes and approved by the principal or assistant principal. This includes, but is not limited to firearms, explosives, toxic substances, or knives.

In the event of violence, the school or center will initiate an appropriate response. This response may include, but is not limited to, suspension and/or expulsion of the student/child, and/or criminal prosecution of the person or persons involved."

1. Fighting is seen as a serious disruption of school order; all students who are involved in a fight are suspended out of school for three to five days, with loss of academic credit for work missed.

2. Assault or physical attacks or threats regarding the safety of students, school employees or property will result in a suspension of at least three days and a conference with the principal, parents, and student prior to returning to school. The principal may expel a student following the conference.

3. Violence or the threat of violence on the part of a student or someone acting on the student's behalf will result in a suspension of at least two days or, in more serious cases, expulsion of the student(s). The principal may involve the police in a search if there is reason to suspect criminal activity or danger to the school or its inhabitants.

4. The act of possessing, the sale or offer to sell, using, or threatening to use weapons, or other instruments (including stun guns, paint ball guns, and mace) capable of inflicting bodily harm to any one in the school community will result in a suspension of at least 15 days, during which time a decision will be made about the continued attendance at St. Pius for the student(s) involved.

5. Any student caught or involved with setting fires, setting off the fire alarm, using fireworks or other explosive materials is subject to suspension or expulsion.

6. **Sexual harassment** is defined as treating someone differently because of his or her sex. Sexual harassment may be physical, verbal or nonverbal.

**Sexual harassment** is any unwanted sexually oriented physical act; for example: grabbing or touching someone, especially his or her sexual parts; tearing or pulling at a person's clothing; purposely bumping or rubbing against a person; kissing or holding a person against his or her will; impeding a person's movements or preventing a person from moving freely. **Verbal sexual harassment** means offensive words or comments about body parts or rating people's bodies, sexual suggestions or threats; spreading sexual rumors or stories; sexual jokes; using

sexual orientation as an insult. **Nonverbal sexual harassment** includes staring or pointing at a person's body or body parts; making obscene gestures; displaying obscene sexual material or placing it in someone's locker or on someone's computer; writing people's names along with sexual remarks, suggestions or drawings in public places, cyber bullying.

**The school will investigate incidents of sexual harassment when the administration becomes aware of them**, and a written report will be made to the assistant principal on each incident; the school will take serious and strict measures to stop harassment. Students who harass another will be subject to suspension or expulsion. Teachers and staff are subject to diocesan policy in these matters.

Our response to harassment in any form will follow a 3-step procedure. Step 1. The student who is harassing will be officially warned that the harassing behavior needs to stop. Step 2. Any repeat offense or retaliation will result in suspension from school (from 1 to 5 day depending on offense). Step 3. A 3<sup>rd</sup> offense of any kind warrants an immediate 5-day suspension. The school's Discipline Board will convene to discuss expulsion. **\*\*If the harassment situation is grave enough, immediate expulsion may be applied and the 3-step procedure will be eliminated.**

**Note to all Parents and Students:**

**To ensure a safe environment we ask that all behaviors that cause uncomfortable feelings be reported to an adult in the building so the cycle of harassment may be broken. Anonymous reporting can be accomplished by using mail slot outside main office.**

**RETALIATION:** Retaliation is prohibited against any person who brings an accusation of sexual harassment or who assists with the investigation or resolution of sexual harassment.

**LOCKER POLICY:** School lockers are the property of St. Pius X High School and not of the individual students to whom a locker is assigned. The administration reserves the right to inspect lockers periodically and when they deem it necessary to maintain school order and the safety of the staff and students. Normally two adults should be present during any search.

Students may not switch lockers, share lockers, nor are they allowed to go into lockers not assigned to them. Students may go to their lockers between classes, at the beginning and end of lunch, before and after school. Students are to keep their lockers secured. Unauthorized locks WILL BE CUT OFF at the expense of the student. Students should not disclose their lock combination to anyone, nor should they allow other students to share the locker. **THE SCHOOL IS NOT RESPONSIBLE FOR MATERIALS TAKEN FROM LOCKERS.**

The assigned occupant is the responsible person for all materials in the locker. Writing on lockers, putting tape on lockers, willful abuse of lockers, or decorating them with obscene or pornographic materials will result in disciplinary action. If students have problems please see assistant principal.

**AGENDA BOOK PASSES:** Students wishing to leave their assigned area for any reason (restroom, locker, etc.) must have their agenda book signed by their teacher that grants permission.

**ACADEMIC INTEGRITY STATEMENT**

**Integrity**, by its very definition, suggests a moral code of honesty. Beyond the moral nature of this definition, St. Pius X High School students are expected to adhere to and maintain the highest standards of academic integrity. This serves as the foundation of learning as students strive to achieve "their full academic potential" (St. Pius X Mission Statement).

**Academic integrity** prohibits any form of dishonesty in the completion of work prepared and submitted for classes at St. Pius X High School. Parameters will be established by individual teacher at the start of each semester relative to guidelines for their subject.

**CHEATING POLICY:** While in attendance at St. Pius X, cheating (copying another student's work of any kind, and the passing off of written work of another person as one's own -- plagiarism) is not allowed. Students found cheating on any homework assignment, quiz, test, or exam will receive a grade of zero for the work. The teacher involved is to notify the assistant principal and the parents in writing by using a discipline referral. **A second violation in that**

or any other class will result in the grade of "F" for the semester in the course where the 2<sup>nd</sup> offense occurred. If a third cheating offense occurs, an "F" will also result in the class where the 3<sup>rd</sup> offense occurred. With the third offense, there will also be an immediate Discipline Board conference and a possibility of expulsion.

**PUBLIC DISPLAYS OF AFFECTION:** Public displays of affection are no more appropriate at school than they would be in most work places. Students who persist in this manner of expression will be disciplined, and a conference with the parents will be held by the principal, assistant principal, and/or counselor.

**SMOKING POLICY:** Possession of or smoking tobacco products, use of smokeless tobacco, electronic cigarettes, or the use of chewing tobacco is prohibited **at school or at school-sponsored activities**. A fine of \$25.00 will be assessed to students violating this policy, along with a detention. The fine is to be paid to the assistant principal the school day after the offense occurs. Students are not allowed to attend classes until the fine is paid. A second violation will result in a \$40.00 fine and two consecutive detentions. A third violation will result in suspension from school for at least one day.

**STUDENT ALCOHOL/DRUG ABUSE:** The consumption, sale, transfer, possession or being under the influence of intoxicants, alcohol and/or physical or mind-altering chemicals (drugs) which are not prescribed by a proper medical authority are prohibited on school property, at school-sponsored activities or events, and in any vehicle while being used to transport students for school or school-sponsored activities. The school reserves the right to periodically search lockers and all vehicles parked on school property or near the school; the principal, assistant principal, or by legitimate civil authorities may perform the search.

1. A drug or controlled substance shall be defined as any substance capable of altering the body's chemistry or behavior patterns internally and/or externally for a brief or extended period of time. The substance may be taken into the body by inhalation through the respiratory system, absorption through the skin or body openings, ingestion through the digestive

system or injection into any of the body's fluid systems.

2. All substances confiscated, which are in question as to identity, will be analyzed for content. Substances in violation of current law may cause the school to notify the Kansas City Police Department and file any appropriate charges deemed necessary.

3. A student in possession of drugs, alcohol or drug paraphernalia or under the influence of drugs or alcohol which are not prescribed by proper medical authority shall be suspended out of school for one to ten days with possible further disciplinary action by the principal. During the suspension, a conference will be held with the parent(s), student, and principal. Proper drug treatment or rehabilitation will be the focus of this meeting. Students found in possession of drugs or alcohol may be suspended from extra-curricular activities by the principal for a time to be determined by the principal. If another incident with the same individual occurs, the student shall be expelled.

4. The buying, selling, solicitation to buy or sell, or distribution of alcohol or drugs shall be cause for an immediate referral to the principal for expulsion or a long-term suspension (beyond 15 days).

5. The possession, buying, selling, soliciting to buy or sell, or distributing "look alike" drugs on school property shall be cause of immediate referral to the principal for an extended suspension or for expulsion.

#### **OTHER SCHOOL POLICIES**

**USE OF SCHOOL NAME OR LOGO(S):** No employee, student, parent, or organization can use the name or logo(s) of St. Pius X High School (KCMO), on any item(s) (i.e. t-shirts, uniforms, posters, banner, etc.) without the prior approval from the administration.

**FOOD AND DRINKS:** Food and drinks (other than water) are to be restricted to the Commons. Violators will be given demerit and/or a referral.

**MIXERS/DANCES:** Mixers/dances are closed (private) events. On occasion students may bring guests to dances and mixers if the guest's name is on the guest list approved by the principal. The completed guest list must be given to the principal for approval by noon the day before the mixer or dance.

**Dress for Dances:** We encourage our students and parents to make age-appropriate, modest choices as they select their dance and royalty dresses. We understand that many current fashions are revealing and provocative, but plunging necklines, dress backs that scoop to the waist and below, see-through fabrics, and lacing are not appropriate for St Pius X high school dances and assemblies.

**PROM:** The event is traditionally hosted by the Junior Class for the Senior Class. All dates from outside the Pius X student body must be pre-registered and possess an invitation/ticket to attend the prom. The guest list must be approved by the principal, and the school reserves the right to exclude outside guests from this private event. Students must be enrolled in their junior year or older to attend prom at St. Pius X High School.

**SPECIAL AND YEAR-END ACTIVITIES:** The school assumes responsibility only for the activities and events directly organized through St. Pius X High School. Other student-organized, voluntary events are the responsibility of the parents and students.

**LOST AND FOUND:** Articles found in classrooms and around school are usually sent to the office. Inquire for such lost items in the office.

**SICK DURING THE DAY:** Students who become ill or injured during the school day should report to the office. The office manager will call to advise the parent.

**DISPENSATION OF MEDICATION:** State law does not permit faculty or staff to dispense medications without written parental permission and physician. Non-prescription medication may not be dispensed by the school or center without written authorization of a student's physician and parent/guardian. This permission may be per event or annually. Permission forms to dispense medication must be filled out and returned to the school office before medication will be dispensed. No student should be taking medication on school grounds without permission.

Prescription medication may be dispensed only if:

1) It is not the first dose;

2) The medication is in prescription container;  
3) Written authorization from the parent or guardian is on file.

All medication must be stored in the office or school health room in a locked container. Medication shall be returned to the parent/guardian or disposed of immediately when no longer needed.

**COLLEGE VISITATIONS:** Seniors are strongly encouraged to visit the campus of any college which they are seriously considering attending. Seniors will be allowed two excused college visitation days. Juniors will be allowed one college visit day during the school year. **Prior to the visit**, a note from the parent and our school counselor must be signed by the present teachers and turned into the school office. No college visits scheduled after May 1<sup>st</sup>, unless approved by principal or counselor, will be excused.

**TRANSCRIPT POLICY:** The school will send transcripts to any school/organization at no charge. Transcripts will only be sent for those students who are current on service hour requirements for graduation (60 hours). Being current is defined by having completed at least 7.5 hours of service per semester of attendance. For example, a second semester junior (five semesters of attendance) would need to have completed 37.5 hours of service for transcripts to be sent. (All financial responsibilities must be current as well).

**PARKING LOT:** Reserved parking is located in the front of the school on the north side (facing the school) and select spots in the back. Reserved spots will be marked with yellow paint. The remaining spots in the front will be reserved for either seniors or juniors based on the senior class choice. The back lot will be reserved for juniors or seniors, except for the reserved spots. Sophomores and freshmen driving to school must park in the stadium lot. Freshmen, sophomore, and junior students who park elsewhere are subject to detention and/or suspension. Parking in all areas should be orderly; drive entrances and lawns are to be free of vehicles. Students driving to school are to register their vehicle(s) with the assistant principal and display the parking sticker on the rear view mirror (this is done as much for student security as for administrative reasons).

Violators of the parking regulations will be subject to detention.

**VISITORS:** The school does not allow students from other high schools to visit. Visits to the school are limited to prospective students and their parents or guardians. The principal, assistant principal, or Advancement Office will conduct the visit and tour of the building. On occasion, prospective students will be allowed to visit classes for a portion of the day; only the principal gives permission for these visits.

**PHONE MESSAGES:** Only emergency messages from parents will be delivered to the students during classes. All other messages will be delivered during passing period. The phone in the front office may be used by students.

**ELECTRONIC DEVICES:** As a Bring Your Own Device school (BYOD), St. Pius X is committed to assisting students and staff in creating a 21st century learning environment. This policy will aid in this goal: students and staff will now be able to access our wireless network with their personal devices (laptops, notebooks, tablets, smart phones, etc) during the school day. With the classroom teacher's approval, students may use their own devices to access the internet and collaborate with other students. Cell phones can only be used during the school day for learning purposes. By allowing students to use their own technology on campus, we are hoping to increase opportunities for all students to engage more deeply in the learning process. Cell phones usage is not allowed in the hallways or bathroom areas.

Saint Pius X's intent is to make Internet access available to further its educational goals and objectives. Saint Pius X does not have control of the information on the Internet. Certain sites have been blocked, but we realize it is impossible to limit access to all potentially objectionable material. Saint Pius X believes that the benefits to educators and students having access to the Internet far exceed any disadvantages of inappropriate use. Ultimately, it is the responsibility of the student to use the Internet in an acceptable and ethical manner. The use of the Internet at school is a privilege, not a right, and inappropriate use will result in disciplinary action.

Any unauthorized use that includes, but is not limited to, stealing or copying passwords, hacking of the Saint Pius X computer network, the school's servers, computers or others' files will be viewed as a major violation of privacy and will result in disciplinary action. Staff, faculty, and/or student's unauthorized photos, posting of unauthorized pictures, and/or unauthorized recordings/videos will not be tolerated. Note that phones/electronic devices should definitely not be in use in the restrooms or locker rooms. Be advised that violations of these guidelines, depending on the seriousness of the offense may result in, loss of privilege for device use, warning, suspension, or expulsion. For further information please refer to the "technology acceptable use policy" contract that was part of your student's enrollment forms – located on the website, [www.stpiusxhs-kc.com](http://www.stpiusxhs-kc.com), under Admissions, and Freshmen Enrollment Forms or just click the follow link to the St. Pius X High School, Library – Media Center Computer Resource /Internet Policy <http://www.stpiusxhs-kc.com/documents/2016/6/2016%202017%20Computer%20Form.pdf>

**TORNADO AND FIRE DRILLS:** Drills will be held regularly, with and without advance warning. Students and faculty are to leave quietly and quickly through the exits indicated. Students are to follow their teachers' directions.

**SNOW DAYS:** We will launch a SchoolReach message between 5:30 and 6:15a.m. On questionable days please do not leave your home until after 6:15am. All of our SPX families' home phone numbers will be called with an automated message saying that school is closed.

**SCHOOL MASTER CALENDAR:** All events that will be held in the commons or entryway must be scheduled through the Advancement Office before any promotion of the activity.

**ATHLETIC FACILITIES:** The use of athletic facilities must be scheduled through the Athletic Director.

**MONEY COLLECTION:** Individuals or classes should refrain from collecting money for any purpose without the expressed permission of the administration.

**FIELD TRIPS:** Parental permission is required for field trips. If a student will miss classes of other teachers, permission of those teachers is necessary. Field trip forms should be obtained from the assistant principal. No field trips can be taken after May 1<sup>st</sup> without approval.

### **DRESS CODE**

At St. Pius X High School, the dress code is designed to minimize students' attempts to compete with one another through style of clothes and fashions. Furthermore, the school is convinced that the uniform has a direct impact on the learning environment. With that in mind, parents are expected to reinforce the uniform code as printed below.

The school dress code is meant to help avoid extremes in student dress, hairstyle (no shaved hair for girls, etc). Specifically, girls may wear earrings in earlobes only. (No gauge earrings.) Boys may not wear earrings. No other pierced areas should be adorned or visible. (No tongue rings.) Tattoos are not allowed to be visible. In addition, boys and girls must have natural-colored hair, one color only. Boys and Girls hair must be clean and neat. All students must practice/maintain good personal hygiene.

The school uniform is to be purchased from the authorized uniform company. Since all items of the uniform are available through the uniform company or the Warrior Armoury (formerly known as the bookstore), the school reserves the right to interpret standards of dress for the individual that deviates from what is prescribed in the code. Parents who shop at other stores for uniform items are to purchase only close "look-alikes" to the official uniform; the school administration will be the final judge in the substitution of items.

For those who are in violation of the dress code, any of the following consequences may be imposed. Demerits may be given for the purpose of warning for minor dress code violations such as untucked shirts, no belts, etc. Discipline referrals may be given for repeat offenders or for other violations. Students may also be sent home or asked to have appropriate dress provided at school before being allowed to return to class.

### **Girls Uniform consists of the following:**

1. Girls may wear khaki (military tan) or black dress slacks or capri style pants available for purchase through the uniform company. Look-alikes must be comparable in color, fit and style to those from the uniform company. No lycra or spandex materials - no other slacks will be permitted. Exterior pockets and/or rivets are not allowed.
2. Any pants with belt loops must have a belt that fit through the belt loops. Novelty belts are not permitted are allowed.
3. Students will be allowed to wear tennis shoes all year. Tennis shoes need to cover the entire foot. (No open toes or heels.) Dress shoes may also be worn (no boots, sandals, clogs, crocs, slippers, open toe or shoes without backs).
4. Socks must be worn in the solid color of gray, black, white, blue, or brown.

### **Boys Uniform is as follows:**

1. Khaki (military tan) dress slacks are to be worn with a belt. The slacks may be purchased from the uniform company. Look-alikes must be comparable in color, fit and style to those from the uniform company. No other slacks will be permitted. Exterior pockets and/or rivets are not allowed.
2. **Belts must be worn;** athletic or novelty belts are not permitted.
3. Socks are to be worn in the solid color of gray, black, white, blue, or brown.
4. Students will be allowed to wear tennis shoes all year. Tennis shoes still need to cover the entire foot. (No open toes or heels.) Dress school shoes may also be worn (no boots, sandals, clogs, crocs, slippers, open toe or shoes without backs).
5. Boys are to be cleanly shaven, and are not to wear earrings at school or school functions. Boys' hair should be kept at a short length (the principal or assistant principal shall be the final judge). Boys who are unshaven will be asked to shave or will be asked to return home. Repeat offenders will also be asked to shave and will receive a detention. **Disposable razors will be provided at a cost of \$2.00 each.**

### **Boys and Girls:**

#### **Tops**

1. White, light blue, or navy polo shirts may be purchased at the Warrior Armoury (formerly known as the bookstore) or through the uniform company with the SPX logo or initials. White,

light blue, or navy polo shirts may be purchased from any store with no logo, pocket, or different type sleeve.

2. White or blue oxford shirt/blouses (with collars and buttoned down the front) are to be worn when the student is in the school building, before, during and after the school day. Shirts and blouses are to be tucked inside of slacks or capris; they should be clean, ironed, and free of holes.

3. Navy, white, gray or natural sweaters, purchased from the uniform company **or at the Warrior Armoury (formerly known as the bookstore)**, may be worn as part of the uniform. **Sweatshirts and polos with embroidered St. Pius X logos, purchased in the book store, may also be worn. Hooded sweatshirts of any kind are prohibited. Screen prints shirts are not allowed as part of the uniform.**

4. White, light blue, navy or black turtlenecks may be worn under **long-sleeved** shirts or blouses. Long sleeved undershirts or t-shirts may be worn as part of the uniform under long-sleeved shirts.

5. No accessory scarves or wraps around the neck or waist are permitted.

Jackets and other coats are not to be worn in the building during the class day unless allowed by the principal because of cold weather. Hats may not be worn inside the school building.

Students will be evaluated for dress at the beginning of each day during 1<sup>st</sup> hour. Students who are out of dress code at that time will be referred to the assistant principal and sent home to change if necessary. Students must either contact a parent and get permission to go home and change or in the case of non-driving students, parents must either bring a clothing change to school or pick the student up to take home to change clothes. Time missed from class due to clothing problems is not considered excused and the student will take a zero on the work missed. Students who violate the dress code repeatedly will be assigned detentions. Continued violations will result in suspension from school and a conference will be held with the assistant principal, the student and the parents.

#### **Out of Uniform/Jeans Day:**

Students may wear clean, neat jeans **or blue jean capris** (not worn, torn, or with holes) on approved Jeans Days. Shirts advertising

alcohol/drugs, rock groups, or shirts with obscene symbols or language are not allowed. Normally, SPX t-shirts are required to be worn on jeans day unless otherwise stated.

**HOT WEATHER UNIFORM:** During the months of August, September, April, and May, khaki walking shorts purchased only through the Warrior Armoury (formerly known as the bookstore) may be worn. The khaki shorts must have the school seal on the left leg; the seal must be visible at all times -- shorts are not to be rolled up.

#### **BOOKBAG, BACKPACK AND CARRYALL POLICY**

Students are not allowed to carry books, electronic devices, or other items into classrooms in book bags, backpacks or carryall bags. There is adequate passing time between periods.

#### **ATTENDANCE AT DISTRICT AND STATE ATHLETIC EVENTS AND SIMILAR ACTIVITIES**

Schools and the educational tasks given to them are more important today than ever before. The work to be done in the limited time available to schools makes it vital that there not be disruption of the school day and school year. Therefore, the following regulations will be used for all district and state athletic events and other activities coming under the jurisdiction of the school or the MSHSAA.

1. Ordinarily, cheerleaders and dance team members will not be excused prior to the close of the regular school day for attendance at these functions.

2. Students who attend state or school-sponsored athletic events who are not approved team participants will be counted absent.

3. Only participants certified to participate in MSHSAA events (including team managers) will be excused from school for attendance at those events.

4. The school may arrange transportation after the close of the school day; the buses will return to school after the last event on the day when buses are arranged. Non-participating students riding a school-sponsored vehicle to an out-of-town event must return in the same vehicle.

5. The school discourages students from remaining in the host community overnight, and the school assumes no responsibility for



supervision of students/parents ignoring this policy.

6. The school's responsibility for the supervision, safety, and welfare of students attending out-of-town school-related or sponsored activities shall extend only to those students who are under the direct supervision of school personnel who may be assisted by volunteer chaperones.

7. Using Volunteer or School Employees to Drive Personally-Owned Vehicles - Whenever possible, schools and centers should use bus or van transportation by an insured carrier for off-campus school-sanctioned events. However, there are circumstances for which a principal or director may determine that transportation in private passenger vehicles is appropriate. These circumstances could include the number of students involved in an activity, and/or the cost of commercial transportation. If parent/adult volunteers or teachers/coaches/advisers are used as drivers of personally-owned passenger vehicles for study trips, class trips or extra-curricular activities, the following guidelines must be followed:

- Each occupant must have and use his or her own seat belt if the vehicle has seatbelts. Children must be restrained in an appropriate passenger restraint system as described in Section 420.1.
- Drivers should at least twenty-one (21) years of age, with no physical disability that may impair the ability to drive safely. Drivers should be experienced drivers and demonstrate the maturity necessary to provide for the safety of those whom they are transporting.
- Drivers must have a valid non-probationary driver's license. A copy of each driver's license should be kept on file with the principal or director.
- The vehicle must carry liability insurance with the minimum limits of \$100,000 per person and \$300,000 per occurrence. The insurance carried on the personally-owned vehicle is the primary coverage while diocesan insurance provides or may provide secondary coverage. These coverages are stated on the declaration pages of the individual's insurance policy. A copy of the

state insurance card for each driver should be kept on file with the principal or director.

- No one may ride in the bed of pick-up trucks.
- Must be in compliance with the policy on Ethics and Integrity in Ministry and the Critical Employment Policies of the Diocese.

Drivers should be given a copy of these criteria. In addition, these criteria should be published in the parent handbook. In the case of athletic events and other extracurricular activities, where the use of private passenger vehicles is likely, a general permission slip should be signed by parents/guardians in the beginning of the school year. In the event a private passenger vehicle will be used for a field trip, class trip or study trip, the permission forms founded in the Administrative Manual should be used. Each driver and/or chaperone should be given a copy of the appropriate itinerary including the route(s) to be followed and a summary of his/her responsibilities. It is the policy of the Diocese that volunteers who are working with or who are in a position to be in contact with children or minors shall be screened in accordance with Section 250.9 of this Administrative manual.

### **LIBRARY POLICIES**

1. The Library Media Center (LMC) is open from 50 minutes from the first bell to one hour after school is dismissed (usually 7:00 a.m. to 4:00 p.m.) on days when school is in session.
2. All materials leaving the LMC must be checked out using the automated circulation system; therefore, every student must have a St. Pius X High School library card or a Kansas City Public Library card. Students will complete a library application (including an acceptable use policy requiring both their signature and their parent's signature) in order to obtain a card.
3. Students will be limited to checking out a maximum of 10 items. Circulating books are checked out for three weeks and are renewable for another three weeks.
4. Reference books do not circulate and must be used within the library. Magazines and newspapers must also be used within the library, as they do not circulate.
5. Overdue notices for materials not returned when due will be delivered to students every 7 days, 21 days, and 30 days. Notices will be mailed home after 21 days. LMC materials

more than 30 days overdue will be presumed lost and the appropriate replacement fees will be assessed. Replacement fee will be reimbursed, less a \$5.00 processing fee, upon return of materials.

6. Students damaging or losing library materials are expected to pay for their replacement. (The cost of the book plus a \$5.00 processing/reorder fee must be paid to the Library Media Specialist.)

7. Grade cards may be withheld in any grading period for students who have overdue materials or unpaid fees.

8. Inappropriate behavior, abuse, or misuse of the library computers and/or facilities will result in restriction of library privileges.

9. Staff members may make special arrangements to checkout materials for their classroom use. They will be restricted to a maximum of one semester. If these materials are need by another teacher or student the Library Media Specialist may request their return prior to the end of the semester.

10. Students and staff members may request materials from other libraries by completing the appropriate St. Pius X High School Inter-library Loan Request form, which can be obtained from the Library Media Specialist. All rules and restrictions apply to borrowed materials. Lending Privileges may be revoked if materials are lost or abused.

### **GUIDANCE & COUNSELING**

Counseling appointments are set up on a request basis with school counselors. Counselors will send passes to the students during first hour. Students are to go to the counselor's office at the assigned time with the note signed by the respective teacher. If a student cannot come at the assigned time, (s)he should inform the counselor.

**ALL-SCHOOL TESTING:** Tests will be administered to classes according to the following schedule:

Freshmen: PLAN and ACRE

Sophomores: ACT through the Cambridge Program

Juniors: Preliminary SAT (PSAT), ACRE, the April State-Administered ACT.

All college-bound Juniors and Seniors: ACT/SAT (taken at established test sites)

### **FINANCIAL POLICIES**

The school will make every effort to preserve the confidentiality of finances with regard to tuition and fees. These matters will be dealt with by the principal, the school business manager and the finance committee of the School Board. Parents should feel free to contact any of the above to discuss school related financial matters when necessary.

Grade reports, transcripts, diplomas and other official documents will be withheld if a student's financial obligations for tuition, fees, fines, etc. are not current.

Tuition is to be paid according to the payment plan selected by each family on their Tuition Contract. One time payment plan fees are as follows:

- Monthly payment plan fee \$50
- Quarterly payment plan fee \$25
- Semi-annual payment plan fee \$10
- Annual payment fee \$0

The payment plan fees are billed and due in July.

Tuition is billed in the months of July through April. Tuition is due on the 10<sup>th</sup> of the month. A monthly \$20 late fee will be assessed on an outstanding balance on the 24<sup>th</sup> of the month.

Tuition can be paid online using debit/credit card. The payment link can be found on the SPX website. There is no additional charge for online payments. Tuition may also be paid by check or cash.

Checks returned to the school due to insufficient funds will be charge a \$35 fee. Two occurrences will result in placing the family on a "cash only" basis.

A family with an account in arrears will be notified in writing 60 days prior to the end of the semester and will be given 30 days to either make payment or payment arrangements with the school business manager.

Tuition payments must be current in December and May for a student to be enrolled for the next semester. Payment for past due amounts owed at the end of the semester must be paid with

cash, money order or credit/debit card. If a student is not considered enrolled for the next semester that student will not be allowed to attend class until satisfactory arrangements have been made.

Enrollment fees and tuition for the current school year must be paid up-to-date in order or a student to receive a schedule.

### **FINANCIAL AID GUIDELINES**

For a student to receive financial aid assistance with funds administered by or provided by St. Pius X High School, the following requirements must be met:

The student:

- Is expected to remain in good academic standing.
- Is expected to remain in good standing regarding discipline and attendance.

The Parents:

- Must demonstrate financial need.
- Must complete and pay for enrollment for their student for upcoming school year.
- Tuition must be current for the present school year.
- This assistance can only be applied to the upcoming school year and can only be applied toward tuition.
- Tuition assistance applies to the entire school year and will be prorated on your tuition statement according to the payment plan you have selected.
- If any other outside tuition assistance or scholarships are received at a later date, the amount offered by St. Pius X High School will be reevaluated and may be altered to reflect this additional assistance.
- **A new application for financial aid must be filled out each year by December 15th.** Every effort will be made to make it possible for students to attend St. Pius X High School. Applications for tuition assistance are available in November and must be completed by December 15.

### **Work Study Guidelines**

Work study hours are awarded as part of tuition assistance which is available due to the generosity of many benefactors. The amount of

hours awarded to a student is provided in the Financial Assistance email sent in February.

### **Communication of Work Study Opportunities**

Please understand, work study opportunities will be communicated by email only. The email will contain a link to the job on the SignUpGenius website where the date, time, supervisor, description of the job and available openings can be reviewed and sign up can take place. Both parents and students should set up accounts.

### **Types of Work Study Opportunities**

There are many different types of work opportunities throughout the year. All jobs are located at St. Pius X High School and include the following:

- School maintenance (inside and outside) during the summer and after school
- Clean up after school sporting events (one hour minimum)
- Assist with set up for events (one hour minimum)
- Office work (stuffing envelopes, filing, etc.)
- Assist with serving lunch in the cafeteria (fifteen minutes & lunch)
- Assist with Parochial League basketball games

All work study opportunities are jobs and should be treated like any "real" job a student has now or may have in the future. Cell phone use is not allowed while working. In some cases, the supervisor may remove the student's phone while working and return it when the job is completed.

St. Pius X High School will provide enough hours for all students to complete their awarded hours. However, in some cases, students will have to make choices and establish priorities between extra-curricular activities and work study. The school cannot guarantee how many hours a student will complete.

### **Scheduled but Unable to Work**

If a student is scheduled but is unable to work, it is the responsibility of the student and/or parent to remove the student's name from the job on the SignUpGenius website. This allows other students to sign up for the open job.

If a student's name is not removed from the schedule and they do not report for work, they will be considered a "no show". A student with three (3) "no shows" will not be eligible to work for the rest of the school year.

A student who is unable to work for any reason other than illness must remove their name from the SignUpGenius website at least 24 hours before they are scheduled to work. Removal of the student's name at the last minute will be considered a "no show".

### **Payment for Work Study**

Students are compensated \$25 per hour worked as a credit on their tuition statement. The tuition billed does not include a credit for the work study hours awarded. The credit will be given when the hours are worked. If the hours are not worked in the year awarded, the tuition credit is forfeited.

It is the student's responsibility to check in with the supervisor before work begins and to check out with the supervisor when the job is completed. This will ensure that the student receives accurate credit for time worked.

### **Work Study Hours Completed for Year**

When a student has completed all their work study hours awarded for the year, work study emails will no longer be sent.

### **Work Study Contract**

The work study guidelines are summarized in a work study contract. This contract must be completed for each student that plans to participate in the work study program.

The email addresses populated in the contract will be used to communicate work study opportunities. If a contract is not completed and returned, the student will not be included on the work study email distribution list.