

# STUDENT HANDBOOK 2025-2026



## ST. PIUS X PARISH SCHOOL

*A community of faith, service and academic excellence*

601 South Westmore Road  
Lombard, IL 60148  
630-627-2353  
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# **HANDBOOK ACKNOWLEDGMENT FORM 2025-2026**

-----COMPLETE AND RETURN THIS ENTIRE PAGE-----

Return to the Homeroom Teacher of the eldest child in the family by Friday, September 6, 2024.

## **FOR THE STUDENTS**

I/we have read the St. Pius X School Handbook for 2024-2025 and agree to be governed by its contents.

## **STUDENT SIGNATURES**

Student 1 \_\_\_\_\_

Student 2 \_\_\_\_\_

Student 3 \_\_\_\_\_

Student 4 \_\_\_\_\_

Student 5 \_\_\_\_\_

## **FOR THE PARENTS**

I/we have read the St. Pius X School Handbook for 2024-2025 and agree to be governed by its contents.

I/we are aware of my/our financial responsibility to the school both through tuition and the weekly parish offertory.

I/we are aware that if we plan to volunteer and work with children at St. Pius X School/Parish we must complete the Protecting God's Children Program.

I/we have read the Uniform Policy and will support this policy with my student(s).

Parent/Guardian Signature \_\_\_\_\_ DATE \_\_\_\_\_

Please Print First and Last Name \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ DATE \_\_\_\_\_ |

Please Print First and Last Name \_\_\_\_\_

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## **HANDBOOK OF POLICIES IN COORDINATION WITH THE DIOCESE OF JOLIET**

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St. Pius X Parish School operates under the authority of the Diocese of Joliet. Therefore, St. Pius X Parish School fully adopts all policies outlined in the Handbook of School Policies published by the Diocese of Joliet Catholic Schools Office. The school administrator, faculty, and governance board must follow all diocesan policies. Additional local policies may be created to manage the school's operations, but they must not contradict the policies and procedures established by the Joliet Diocese.

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## **NON-PUBLIC STATE RECOGNITION OF DIOCESAN SCHOOLS - 1470**

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The Illinois State Board of Education must recognize all elementary and secondary schools of the Catholic Diocese of Joliet. Schools are required to be registered with the State of Illinois and acknowledged by the State Board of Education. To retain ISBE recognition, principals must annually meet requirements, including adhering to ISBE-set administrative deadlines, thereby ensuring ongoing compliance and recognition.

All elementary and secondary schools of the Catholic Diocese of Joliet follow all applicable sections of the Illinois School Code [105 ILCS 5] and relevant case law, including *Plyler v. Doe*, 457 U.S. 202, 102 S. Ct. 2382 (1982).

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## **MISSION STATEMENT**

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To Restore All Things in Christ: We, the parishioners, parents, and faculty of St. Pius X Parish School, willingly accept the responsibility to teach the Good News. As members of our Roman Catholic Parish Community, we are dedicated to developing each child's character, intellect, and identity to provide a solid foundation for living a life inspired by Jesus Christ.

Accepted by the St. Pius School Board of Education  
August 26, 2021

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## PHILOSOPHY

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We believe that to reach our full potential for success, St. Pius X Parish School must fulfill its responsibilities to everyone involved with the school and to the community it serves. As a Catholic school, we acknowledge that parents have the God-given duty to be their children's primary teachers. We commit to supporting and assisting parents in preparing their children to live in a global society. We will respect the dignity of each individual and give everyone the respect they deserve. We will nurture, challenge, and develop each child's intellectual, physical, emotional, spiritual, moral, and social justice understanding. We will promote Catholic values among ourselves and demonstrate them through our academic programs. We aim to teach as Jesus taught. The School Board, faculty, staff, parish community, and parents of our students all stand together in support of this philosophy.

*Accepted by the St. Pius School Board of Education*

**August 26, 2021**

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## WELCOME

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Welcome to the new year at St. Pius X Parish School. This school handbook is designed to help you better understand the purposes and procedures at St. Pius X, as well as to foster a stronger relationship among students, parents, teachers, and the administration.

While this handbook aims to answer most questions that may come up, it is not intended to address every situation. Please feel free to contact the school staff if you need clarification on issues not covered here. This handbook will remain in effect until revisions are needed.

It outlines policies that guide the daily operation of our school. However, policy statements are necessarily general, and the principal and pastor reserve the right to:

- 1.) Apply policies specifically as circumstances require.
- 2.) Update the handbook as necessary throughout the year.

We encourage you to read this booklet carefully, discuss it with your children, and keep it as a reference throughout the school year. It is our hope that it will serve as a helpful guide for everyone dedicated to the education of the children in our school.

Fr. Matthew Nathan  
*Pastor*

Mr. Dennis Owen  
*Principal*

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## **EQUAL EMPLOYMENT OPPORTUNITY - 4005**

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The Diocese of Joliet guarantees equal employment opportunities in all its employment policies and practices. These policies and practices are administered without regard to race, color, national origin, age, gender, marital status, political affiliation, veteran status, genetic information, sexual orientation, mental or physical disabilities, or any other characteristic protected by law.

In providing equal opportunities in its employment practices, the Diocese of Joliet may consider any conduct (during working or non-working hours) of an applicant/employee that may be inconsistent with his/her position or the philosophy, goals, objectives, rules and regulations of the Diocese of Joliet and/or the moral and religious teachings of the Roman Catholic Church, as determined by the Bishop of the Diocese or his designee.

In addition, there are certain “ministerial” positions in the Diocese of Joliet, and individuals who fill those positions may need to adhere strictly to the foundational teachings of the Catholic faith. Those individuals may be selected according to certain criteria, such as being Catholic, male, unmarried, not in a civil union, etc., and preference in hiring/retention shall be given to those who meet those criteria. Such preference is allowed under state and federal law and does not constitute illegal discrimination.

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## **SAFE ENVIRONMENT FOR CHILDREN -4010**

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All employees hired on or after July 1, 2007, must have a fingerprint-based criminal history records check conducted, with documentation retained in their files. Criminal background checks are required for all school personnel, both paid and volunteer, who regularly interact with minors, and for any volunteers involved with minors overnight, even if it is just a single occasion. Employees are subject to a criminal background check at any time during their employment. Records are stored at the local level.

All employees are typically required to complete the necessary Educational In-service programs before their first day of work. Proof of previous completion of these programs will be accepted.

All employees must immediately report to their supervisor and the Diocesan Director of Human Resources any felony or misdemeanor charges filed against them by local, state, or federal law enforcement authorities.

The Chancery develops and publishes regulations and procedures regarding criminal background checks. School personnel follow Diocesan policies related to these standards, regulations, and procedures, which are approved by the bishop and implemented as directed by the Chancery. The current policies, standards, regulations, and procedures are listed in Appendix 4 D.

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## SCHOOL OFFICE HOURS

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During the school year, office hours are from 7:30 a.m. until 3:30 p.m. The phone number for the school is 630-627-2353. Please leave a message on the school answering machine if we do not answer. The messages are checked regularly.

Summer office hours are as follows:

June	8:30 a.m. – 12:00 p.m. (Monday-Thursday, closed Friday)
July	By appointment
August 1-9th	8:30 a.m. – 12:00 p.m. (Monday-Thursday, closed Friday)
August 12th	7:30 a.m. – 3:30 p.m. (Monday-Friday)

## EXPECTATIONS

<b>YOU CAN EXPECT US TO:</b>	<b>WE EXPECT YOU TO:</b>
Fulfill our mission	Agree with our mission and support it
Provide a safe, caring environment	Provide a quiet place for study
Offer close and honest communication about your child	Communicate honestly with us about your child
Keep up regular communication	Read school communications and attend meetings at the school
Invite you to be involved	Volunteer your time and talent
Guarantee consistent values and discipline	Support our values and discipline
Supply an “open ear” anytime	Seek information and facts, not believe rumors
Provide a clear and consistent policy regarding uniforms	Send students to school in uniform
Offer kind and respectful treatment for you and of your child	Treat faculty and staff with courtesy and respect

## **POLICY OF CHRISTIAN CONDUCT**

Our Catholic schools are rooted in a vision and values:

- The vision for the Diocese of Joliet Catholic Schools is: an integrated network of vibrant schools that makes Catholic education available to all within a community of lifelong learners formed in faith, educated for excellence, and sent to serve.
- The values for the Diocese of Joliet Catholic Schools are incorporating faith into the classroom, balancing challenging courses with a nurturing environment, collaborating with families, holding each other to a higher standard, and looking ahead.

This vision and these values are based upon the Gospel and summarized by Jesus' command to "...love the Lord your God, with all your heart, with all your soul, with all your mind, and with all your strength.... You shall love your neighbor as yourself." (Mk 12:30-31)

In light of our Gospel vision and values, all our parents and their guests at our schools are expected:

- To display a truly Christian attitude in all activities and relationships with adults and other students. Treat others how we want to be treated.
- To be courteous and considerate of others.
- To extend courtesy to school guests and visitors.
- To treat the entire school community with dignity and respect.

Respect for ourselves and everyone in our school community is an essential requirement for a Christian environment. Children first learn appropriate behavior demonstrated by their parents and other role models. As adults, it is our charge to help children accept responsibility for their actions and to understand the consequences.

Our whole-child approach integrates Catholic doctrine, prayer, the sacraments, and moral decision-making with academic achievement and physical health. This is accomplished in partnership with parents.

The goal of discipline in Catholic education is to help students progress from externally enforced discipline to self-discipline and ultimately to adult discipleship.

As we teach, advocate, and model the virtues and values we wish to instill in our children, we, as adults, must also enforce rules for our own behavior and accept responsibility and consequences.

## ADMISSIONS

Schools operated under the auspices of the Diocese of Joliet admit students of any race, color, sex, nationality, and ethnic origin to all the rights, privileges, programs, and activities generally available to students at the schools. As an active part of the parish, St. Pius X Parish School offers an outstanding co-educational program from preschool through eighth grade. Further, it is the policy of St. Pius X Parish School that no child shall be denied a Catholic education solely because of inability to pay. Confidential financial assistance is available to those families in need.

St. Pius X Parish School was established and is maintained by the personal sacrifices of the Catholic community it serves. This parish community continues to be its main source of support and therefore gives preference to the children of active parish members for admission. Active stewardship (giving of one's time, talent, and treasure) in the parish and the school will be taken into consideration for both those seeking admission for the first time or those wishing to continue their registration in the school. Families of St. Pius X Parish School shall embrace stewardship through involvement in parish ministries and, at a minimum, by consistently returning the offertory envelopes. Interpretation of the degree of "active" rests with the pastor and the principal.

To achieve equal educational opportunities for all children at St. Pius X Parish School, the following admission policies will be adhered to:

- Religious formation is one of the primary purposes of Catholic Education. Students will be admitted to St. Pius X Parish School only if their parent(s) or guardian(s) subscribe to this concept.
- Parental involvement, something Catholic education has relied on for years, has recently been documented as a primary factor in school success. Preference will be given to families that support St. Pius X Parish by regular attendance at Mass, and the actual giving of time, talent, and treasure. Families are expected to participate in school-sponsored activities involving their children.
- The appropriateness of educational programs and/or the availability of space may be legitimate factors affecting admissions. (A determination of readiness for admission to the academic program for new students will be made by the principal, pastor, and appropriate teaching staff.)
- St. Pius X Parish School, like other privately supported institutions, may properly charge reasonable tuition and fees to support its educational endeavors. Rates are determined annually by the school board and the principal. Families whose financial accounts for the preceding year have not been settled must make an appointment with the principal to resolve the matter before the child/children will be readmitted.
- Families who wish to send their children to St. Pius X Parish School but cannot afford the tuition and fees will be invited to apply for Financial Aid. This matter is handled privately and confidentially. Families receiving financial assistance will be required to pay a good faith amount as determined by the pastor and the principal through the FACTS Tuition Management program and to actively participate in the Manna program on a consistent basis

Priorities for the admission of students are as follows:

1. All currently enrolled students.
2. Siblings of currently enrolled students.
3. Active registered parishioners.
4. Catholic non-parish families.
5. Non-Catholic families.

## **Admission Requirements for Students**

Preschool children entering the three-year-old program must be three years old by September 1 and be fully potty-trained. Children entering the four-year-old preschool program must be four years old by September 1. Prospective kindergarten students must be five years old by September 1, and prospective first graders must be six years old by September 1. All new students must present the original birth certificate at the time of application and a baptismal certificate (if baptized) during registration for copying and filing. The school will retain certified copies of each enrolled student's birth certificate after enrollment.

The principal, with assistance from the teachers for the respective grade, will decide the total number of students in each class and the classroom placement.

## **Transfer Students**

When a student transferring from one Catholic school in the Joliet Diocese applies for admission to another Catholic school in the Joliet Diocese, the two principals should contact each other. Such contact with the former principal may be necessary to clarify the reason for the student's transfer, such as suspension, expulsion, or unpaid tuition. Transfer students may be admitted following receipt of records from the transferring school of attendance, including health and academic records. Until such records have been received and analyzed, the child's admission status is probationary. Certified copies of transfer students' records must be requested within 14 days of enrollment.

Students transferring from another school must submit their academic records (report cards, test scores, etc.) to the principal. In most cases, an interview with the principal will be conducted before the student is officially accepted into the school. Additionally, the academic progress and behavior of each new student will be subject to a 90-day probationary period, with a review conducted by the principal. Students who do not show acceptable academic progress or appropriate conduct may be dismissed at the principal's discretion.

Students entering the eighth grade will not be accepted as transfer students except under unusual circumstances. Admission of students at this level is subject to the principal's approval.

## **Physical Examinations**

Physical examinations are required by the State of Illinois for all three-year-old preschool students, all kindergarten students, all sixth-grade students and all new students entering St. Pius X Parish School. These physicals cannot be more than one year old. Physical examination forms must be on file in the school office on the first day of school. Failure to comply by October 15 will result in the student's suspension until compliance is achieved.

In addition, the county health department will conduct yearly vision and/or hearing tests for students. The county requires these tests, and they will advise parents if test results require further examination.

## **Dental Examinations**

The State of Illinois requires dental examinations for all students entering kindergarten, second, and sixth grades. These dental forms must be no more than 1 year old. Dental examination forms must be on file in the school office on the first day of school. Failure to comply will result in the suspension of the student until compliance is accomplished.

## **Eye Examinations**

Eye examinations administered by a physician or a licensed optometrist are required for all students entering kindergarten and all students transferring into St. Pius.

## **Immunizations**

All students must be immunized in accordance with Illinois School Code. Students who do not comply by October 15 are excluded from school. The law permits both medical and religious exemptions.

## **Registration**

Registration for the following school year will begin in January for our current families. Registration materials will be sent home and must be returned to the school office before Catholic Schools Week begins. Open registration for new families will begin in mid-February. There is a \$125.00 non-refundable registration fee for every family. Your

registration will not be official and complete until we receive all the necessary information. All families with new students will be notified in March whether their registration for the following year has been accepted.

## ARRIVAL AND DISMISSAL OF STUDENTS

	Arrival	Dismissal
<b>Kindergarten Half Day</b>	8:00-8:10	11:30 am
<b>Kindergarten Full Day</b>	8:00-8:10	3:05 pm
<b>Grades 1 – 8</b>	8:00-8:10	3:15 pm
<b>Preschool A.M.</b>	8:25	11:30 am
<b>Preschool Full Day</b>	8:25	3:05 pm

Students should not arrive before 8:00 am. If parents need to drop off their students before 8:00 a.m., they must enroll their students in the Before Care Program. Students should arrive at their designated door and go directly to their classroom. **The tardy bell will ring at 8:10, followed by Morning Prayer and the Pledge of Allegiance in the classrooms.** Students who arrive after 8:10 should stop by the school office to get an admittance slip. Tardy students are to enter the school building in the morning by using the main doors by the school office.

Students in PreK & Kindergarten will be dismissed at 3:05 pm, students in grades one through eight will be dismissed at 3:15 p.m. Students who ride the bus will be dismissed 5 minutes early to allow time to walk to the bus area by the church. *Note: When District 45 is out of school or providing remote learning, the bus is unavailable for St. Pius students.*

Parents should notify the school office if someone other than themselves will be picking up their student(s).

Any student in grades PreK-8 not picked up by 3:25 p.m. will be placed in the After Care Program and will be charged the After Care fee. Their after-hours phone number is (630) 627-4170 after 3:30 p.m.

## Before and After School Care

St. Pius X Parish School offers before and after-school care to those parents who have a need for these services.

Before School Care begins at 7:00 a.m. and ends at 8:00 a.m. At 8:00 a.m., children will be taken to their homerooms. Attendees should enter the building through the school office, ring the bell, and the teacher will open the door for you. Children must be pre-registered for the program.

After School Care starts at 3:05 p.m. for preschoolers and at 3:15 p.m. for students in kindergarten through eighth grade, and continues until 6:00 p.m. The children will have a semi-structured afternoon that includes time for homework and recess. Please send a snack with your child. There is a daily fee for this service: \$6.00 per child for each morning session, \$6.00 if students are picked up by 4:00 pm for aftercare; otherwise, the cost is \$14 for the afternoon. Parents will be billed on their FACTS account monthly.

Parents interested in the Before/After School Care program can pick up a registration and information packet with more details from the school office. There is a \$20 registration fee per family for the Before and After Care Program.

## Bus Service

Bus service, provided by District 45, may be provided to students who live within the boundaries of School District 45 and live more than 1.5 miles from the school and/or have a qualified hazardous crossing. Information is available at the school office. When District 45 is not in session or out for remote learning, bus service will not be provided to St. Pius students.

## Parking Lot General Guidelines

- Please be aware of students using the crosswalk in the parking lot.
- Do not park in the handicap parking spaces to drop off or pick up your children unless you have a handicap sticker on your car. The Lombard Police Department will ticket violators.
- Left hand turns onto Westmore are not allowed per a posted sign. The Lombard Police Department will ticket violators.

- The parking spaces on the south side of the school are for faculty and school auction winners only. Please do not park in these spots.
- The bus lane is in the Madison lot. We ask that parents not park their cars in this lane when bus service is provided. Pets are not allowed on the school property.

## **Parking Lot Drop off A.M.**

- All cars will enter behind the school from Madison Avenue. Proceed behind the Social Center and drive towards the front of the school.
- Cars should pull into a single file in the designated lanes
- Please pull all the way up in the lane when you are parking.
- Families are asked to arrive in the following manner:
  - Grades 5-8 – enter through the doors by the Social Center circle
  - Grades preschool through grade 4 – main office doors
- The two lanes closest to the school by the office are used for dropping off and picking up students in preschool through grade four.
- Striped no-parking lanes are for drop-off only; no parking is allowed in these lanes.
- Exit by turning right onto Westmore (no left turn allowed).

## **Parking Lot Pick up P.M.**

- All cars will enter behind the school from Madison Avenue. Proceed behind the Social Center and drive towards the front of the school.
- Remain in your cars, single file. Students will exit through the following doors:
  - Grades 5-8 will exit the Social Center doors
  - Grades preschool through grade 4 will exit the main office doors
- All lanes, including the no-parking lanes, are in use during pick up. The only exception is the lane closest to the school building and the no-parking zone adjacent to the sidewalk.
- Pull all the way up in the lane, as this directly affects how many cars can fit in the Westmore parking lot. Please do not pull in the lot and park in the back/middle if space is open in front of you - this leaves gaps that cars cannot access and limits the number of cars that can fit.
- Preschool pickup uses the first two lanes until 3:05 only. If you are picking up a preschool student and an older student, please do not park in these lanes.
- If you need to be somewhere and must leave the lot quickly, please get here early to take a front spot or consider parking in the Madison Street (church) lot and walking around the church building to meet your student(s).

## **Street Crossing**

Students should cross the street only at designated crossing areas where crossing lights are on or a school crossing guard is present.

## ACADEMICS

St. Pius X Parish School offers a variety of academic programs to meet students' needs. **This instruction is provided in English**, with Spanish classes being offered to students in grades three through eight.

### Preschool

The St. Pius X preschool follows the Diocesan Guidelines for Early Childhood Education and the Illinois State Early Learning Standards. Preschool students are scheduled on a flexible basis for half-day or full-day participation on Monday through Friday. Class size will be based on enrollment, diocesan guidelines, and the principal's discretion.

### Kindergarten

The St. Pius X kindergarten curriculum is a guided program that follows Diocesan Guidelines for Early Childhood Education and the Illinois State Learning Standards. Kindergarten students may attend the half-day or the full-day program on Monday through Friday. Kindergarten class size will be determined based on enrollment for the current school year. The optimal class size is 25 students; however, class size will be determined by enrollment, diocesan guidelines, and the principal's discretion. Academics include Religion, Reading/Language Arts, Math Readiness Programs, Science, Social Studies, Music, Art, and Physical Education.

### Primary (Grades 1 - 2)

Curriculum includes Religion, Reading/Phonics, Mathematics, Grammar, Spelling, Science, Social Studies, Handwriting, Library, Art, Music, and Physical Education. Preparation for Reconciliation and First Eucharist is provided to our first and second grades. Art Club, Chess Club, and Spanish Club are available for an additional fee.

### Intermediate (Grades 3 -5)

Curriculum includes Religion, Reading, English, Spelling, Handwriting, Mathematics, Science, Social Studies, Art, Library, Music, Spanish, and Physical Education. Art Club, Band, Chess Club, and Homework Club (for grades four and five) are available for an additional fee. Athletic programs are open to all fifth-grade boys and girls for an additional fee.

### Junior High (Grades 6-8)

Curriculum includes Religion, Language Arts, Mathematics, Science, Social Studies, Technology, Art, Library, Music, Spanish, and Physical Education. Preparation for Confirmation is provided to our seventh- and eighth graders. Athletic programs are open to all boys and girls in fifth through eighth grades for an additional fee.

### Religious Education

For our students to grow in their faith, religious instruction must be followed and supported by the home environment. Therefore, as parents, you are vital parts of the overall process. Our part is to offer each child the opportunity to come to know and love God in the truest sense of the word. Students in grades 1-8 are offered daily instruction in Catholic Doctrine. Students attend Mass every week and on Holy Days of Obligation. In addition, students attend liturgical services throughout the year, such as the Stations of the Cross during Lent. Opportunities for Christian service will be offered to all of our students.

### Sacrament Preparation

Students who attend St. Pius X Parish School will be offered sacramental preparation. Preparation for First Reconciliation and First Communion begins in first grade under the direction of the Director of Religious Education at St. Pius Parish. Confirmation preparation begins in grade seven for the sacrament in eighth grade under the direction of the Director of Religious Education at St. Pius X Parish.

### FACTS Online Grading System

Student grades and report cards will be posted on FACTS, an electronic grade posting and informational tool. Announcements and homework assignments will also be posted on FACTS.

## Parent-Teacher Conferences

Parent-Teacher conferences are offered for all students in the fall and held by appointment in the spring of each school year. Conferences for students in grades preschool through grade five will be with the child's homeroom teacher. Conferences for students in grades six through eight will be held with teachers by appointment. Parents are also encouraged to contact teachers with any concerns or questions throughout the school year.

## Report Cards

Report cards will be issued three times throughout the school year using FACTS. Report cards for trimesters one and two will be posted electronically on FACTS. A paper copy of the report card will be sent at the end of the school year. Report cards are used to evaluate students academically and to assist in the development of social skills and character.

## Grading Code Grades K – 3

The marks used to report progress are **4** (Exceeds Expectations), **3** (Meets Expectations), **2** (Needs to Improve to Meet Expectations), and **1** (Not Graded).

- **4** - Exceeds ~ Student work consistently exceeds expectations. Student fully understands concepts/skills being taught with few or no errors.
- **3** - Meets ~ Student work usually meets expectations and is typical for grade level and time of year. The student demonstrates an understanding of the concepts/skills. During evaluation, a majority of the student responses are correct. (Most students will achieve in this range.)
- **2** - Needs to Improve ~ Student work needs to improve to meet expectations. The student has little or no understanding of the concepts/skills being taught. During the evaluation, they are unable to demonstrate competency.
- **1** - Not Graded ~ Used when a particular standard is not presented.

## Core Subject and Special Area Classes Grading Scale Grades 4-8

<b>A +</b>	99-100	<b>B =</b>	90-88	<b>C- =</b>	78-77	<b>F =</b>	69-0
<b>A =</b>	96-98	<b>B- =</b>	87-85	<b>D+ =</b>	76-75		
<b>A- =</b>	95-93	<b>C+ =</b>	84-83	<b>D =</b>	74-72		
<b>B+ =</b>	92-91	<b>C =</b>	82-79	<b>D- =</b>	71-70		

## Honor Roll

The honor roll for students in sixth through eighth grade is determined by calculating a Grade Point Average (GPA) of their core and special area subjects. Honor Roll will be distributed to students twice a year, with awards for trimesters one and two given at a private ceremony. Certificates for trimester three will be mailed at the end of the year. Behavior marks and X's on a report card can make a student ineligible for honors. In such cases, the certificate will be withheld until the behavior mark or X is removed on a subsequent report card. The following classes are broken into these categories:

**Core Subjects:** English, Language Arts, Mathematics, Religion, Science, and Social Studies

**Special Area Subjects:** Art, Technology, Physical Education, Music, and Spanish

There are three categories of honors: Honors, High Honors, and Honors with Distinction.

## Honors

Students are eligible for Honors if they have an overall GPA of 90-94.9 in core and special-area subjects and no behavior marks or X's on their report card. Students with a behavior mark or X will have their report card held until such time they are removed from a subsequent report card.

## High Honors

High Honors is determined for students in grades six through eight with a GPA of 95-97.9 in core and special-area subjects with no behavior marks or X's on the report card in all subject areas, including special-area classes. Students with a behavior mark or X will have their report card held until such time they are removed from a subsequent report card.

## **Honors with Distinction**

Honors with Distinction for students in grades six through eight will be determined by a GPA of 98-100 in core and special-area subjects with no behavior marks or X's on the report card, including special-area classes. Students with a behavior mark or X will have their report card held until such time they are removed from a subsequent report card.

## **Academic Probation**

It is imperative that our students apply themselves fully to their studies. We recognize that student achievement must be fostered and encouraged. Therefore, a student who is scholastically capable but is failing in any subject (grade of D or F) will be placed on **academic probation**. The student is then required to attend the weekly Homework Club after school to complete missing assignments. In-school activities may be forfeited at the principal's discretion.

## **Extracurricular Eligibility**

If a student is earning a grade of D or F in any classes and is on academic probation, he/she will not be eligible to participate in extracurricular activities (i.e., athletics, band, choir, clubs) until academic expectations are met.

## **Promotion and Graduation Requirements**

All students must receive a passing grade in all subjects to advance to the next grade level or to receive a diploma at graduation. Eighth-grade students must pass the United States and Illinois Constitution Tests. A passing grade is considered a grade average above F for the class over the course of the academic year. Students who fail to achieve a passing grade for two trimesters will be expected to complete a summer school course or participate in a similarly structured academic program to demonstrate achievement. Receipt of a diploma at graduation is to be considered the highest honor we bestow at St. Pius X Parish School.

## **Retention**

Students who do not satisfactorily complete all class work for promotion to the next grade level will be considered for retention. When it is probable that a student will not be promoted, the parent or guardian will be informed well in advance. Where the parent or guardian refuses to have the child retained, the school may acquiesce if a program that meets the child's needs can be provided at the next grade level. Retention of a student should be the school's last resort to remediate.

Retention may be necessary if a student misses a significant portion of the school year due to truancy.

## **Special Services**

Special education services may be available to our students through the public school system in which our school resides. Decisions regarding evaluation, assessment, and service levels are made by School District 45. St. Pius X Parish School and School District 45 strive to meet the emotional, academic, social, and physical needs of all students.

Students found eligible for speech services through District 45 will receive those services free of charge in our building. These services depend on available funding from the State of Illinois.

If a student has significant behavioral or educational concerns, the school administration will request a meeting with parents to determine the best course of action. If it is found that the behavioral and/or educational needs cannot be met due to insufficient services or parental participation, the student will be referred for alternative placement.

## BULLY PREVENTION POLICY

### Bullying Prevention Policy

All elementary and secondary schools in the Diocese of Joliet shall actively seek to provide a supportive, caring environment in which all persons are safe from all forms of intimidation, including bullying, which is unacceptable, unchristian, and strictly prohibited.

For this policy, bullying is defined in conformity with Illinois Law as follows:

“Any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

- (1) Placing the student or students in reasonable fear of harm to the student’s or students’ person or property.
- (2) Causing a substantially detrimental effect on the student’s or students’ physical or mental health;
- (3) Substantially interfering with the student’s or students’ academic performance; or
- (4) Substantially interfering with the student’s or students’ ability to participate in or benefit from the services, activities, or privileges provided by a school.”

105 ILCS 5/27-23.7 (b)

### Bullying Conduct

Bullying conduct covered by this policy includes conduct that occurs on school property, at school-sponsored activities or events, during transportation to or from school, or at school-sponsored activities. At the same time, students wait at school bus stops, or as cyberbullying as defined hereinafter.

### Cyber Bullying

This policy bans bullying and intimidation of students through the use of the Internet and social media sites on any electronic device (private, public, or school-owned), whether on or off school property, or during non-school hours. Any student who engages in bullying will be subject to appropriate discipline, up to and including suspension or expulsion and referral to local law enforcement. Behavioral interventions may be included in disciplinary actions. This may include, but is not limited to, mandatory counseling.

Retaliatory behavior by a student accused of bullying will also incur consequences. False accusations of bullying will result in disciplinary action taken against the accuser.

Any reported bullying issue will be promptly brought to the attention of the appropriate party: the Pastor, the Principal, or designee, and thereafter investigated.

Reference: [The Illinois School Code, 105 ILCS, 5/27-23.7](#)

## ATHLETICS

### Athletic Philosophy

The St. Pius X athletic program is an extension of each student-athlete's spiritual, mental, and physical education and development. Additionally, the philosophy of the athletic program reflects the mission and values of St. Pius X Parish School.

The athletic program teaches students to respect themselves, teammates, coaches, officials, opponents, and fans. Good sportsmanship and teamwork are always emphasized. Each student learns to balance athletics with God, family, and academics.

Every sports program encourages students to participate actively and enjoy the sport without undue stress or fear of failure. Student-athletes develop sports skills, physical abilities, and teamwork. They measure their progress not only by wins and losses but also by personal growth.

Parents are encouraged to be involved in the athletic program as coaches, boosters, supporters, and spectators. All involved should understand and exemplify the philosophy of the St. Pius X athletic program.

### Sports Physicals

Per the Diocese of Joliet, all students in fifth through eighth grade who intend to play any sport offered by St. Pius X Parish School (volleyball, cross-country, football, basketball, and track) must have a completed sports physical on file in the school office. A new sports physical is required every year. Students will not be allowed to practice or play any sport until the school receives the sports physicals.

### Academic Standards for Participation in Athletic Events

As part of students' overall growth and achievement, the school recognizes the significant value of extra-curricular activities, including competitive sports, for its students. However, as an educational institution, academic progress for students remains of utmost importance. Therefore, any student participating in school-sponsored extracurricular activities should strive to perform to the best of their educational potential. The following guidelines will be observed:

A student who is scholastically capable but is failing in any subject (grade of D or F) will be placed on academic probation. The student is then ineligible to participate in practices, scrimmages, or games, or attend any athletic event, until academic expectations are met.

### Absence and Athletic Participation

Coaches should be contacted to excuse a student from a practice or a game. Students who are absent from school on Friday will not be allowed to play in that Friday evening game. Parents are asked to use their best judgment regarding the student's eligibility to participate in a Saturday or Sunday game. Coaches are asked not to allow an ill child to play. This should be considered an excused absence. Students who are absent from school or who have missed one or more full class periods on the day their team is scheduled to practice should not attend practice that evening. This will be considered an excused absence from practice, and the student should be allowed to play in the game that weekend. However, the parent must contact the coach and inform them of this.

## CONCUSSION MANAGEMENT POLICY

The purpose of this policy is to safeguard student athletes by (1) educating student athletes, school personnel and parents/guardians about concussions, (2) requiring that a student athlete be removed from play when a concussion is suspected and requiring a licensed health care professional to provide clearance for the student athlete to return to play or practice, and (3) implementing the concussion management requirements specified by the Illinois High School Association and Illinois Elementary School Association.

This policy applies to athletic play occurring in Diocese-sponsored sports programs provided by elementary, middle, and high schools, regardless of whether the sports program is *intramural, interscholastic, afterschool, or provided during the summer* (e.g., summer sports camp). This policy applies regardless of whether the sports activity or program is offered by or through a Diocese consultant, vendor or partner.

### Concussion Signs and Symptoms

A concussion is a traumatic brain injury that interferes with normal brain function. A student athlete does not have to lose consciousness to have suffered a concussion. Signs and symptoms of a concussion include the following:

Signs Observed by Others	Symptoms Reported by Athlete
Appears dazed or stunned	Headache or "pressure in head"
Appears confused	Nausea
Forgets sports plays	Balance problems or dizziness
Is unsure of game, score, opponent	Sensitivity to light or noise
Moves clumsily	Double or fuzzy vision
Answers questions slowly	Feeling sluggish or slowed down
Loses consciousness (even briefly)	Feeling foggy or groggy
Shows behavior or personality changes	Does not "feel right"
Can't recall events prior to hit or fall	Concentration or memory problems
Can't recall events after hit or fall	Confusion

### Removal and Return to Play

Any player who exhibits signs, symptoms or behaviors consistent with a concussion shall be immediately removed from the game or practice and shall not return to play until cleared in writing by a licensed health care professional. If a health care professional is not immediately available at the athletic event or practice and an injured student athlete has any of the described signs, symptoms or behaviors of a concussion, s/he shall be promptly taken to a facility for appropriate medical evaluation and care.

A player must be removed from an *interscholastic* athletics practice or competition immediately if one of the following persons believes the player might have sustained a concussion during the practice or competition:

- a coach;
- a physician;
- a game official;
- an athletic trainer;
- the student's parent or guardian, or another person with legal authority to make medical decisions for the student;
- the student; or
- any other person deemed appropriate under the school's return-to-play protocol.

A student removed from an *interscholastic* athletics practice or competition may not be permitted to practice or compete again following the force or impact believed to have caused the concussion until:

- The student has been evaluated by a treating physician (chosen by the student or the student's parent or guardian) or an athletic trainer working under the supervision of a physician;
- The student has completed all requirements of the "return-to-play" and "return to learn" protocols for returning to play.

The treating physician or athletic trainer working under a physician's supervision has provided a written statement indicating that, in the physician's professional judgment, it is safe for the student to return to play and learn. The student and the student's parent or guardian acknowledge that the student has completed the requirements of the "return-to-play" and "return-to-learn" protocols necessary for returning, have provided the written statement from the treating physician or athletic trainer, and have signed a consent form indicating that they understand and agree to the student participating in return-to-play and return-to-learn activities. They also acknowledge awareness of the risks involved and agree to follow any ongoing requirements outlined in the protocols. A sample acknowledgment form is available here: <http://www.ihsa.org/documents/forms/current/Post-concussion> A coach of an interscholastic athletics team may not authorize a student's return to play or learn.

## **Licensed Health Care Professional**

For purposes of this policy, licensed health care professional means physicians licensed to practice medicine in all its branches in Illinois and certified athletic trainers.

## **Concussion Policy/Fact Sheet**

Information on the school's concussion and head injury policy must be included in any agreement, contract, code, or other written instrument that a school requires a student-athlete and his/her parents or guardian to sign before participating in practice or *interscholastic* competition. The IHSA/IESA has provided a Concussion Information Sheet and Sign-Off Form that schools may use to notify athletes and their parents/guardians about the dangers of concussions and head injuries.

<http://www.iesa.org/documents/general/IESA-ConcussionSign-Off.pdf>

The parent/guardian of each student-athlete and the student-athlete shall receive, annually, a concussion information sheet, and they shall submit written verification that they have read it. A student athlete may not participate in practice or competition before the school's receipt of this written verification.

Each school shall also use education materials provided by the Illinois High School Association and the Illinois Elementary School Association (see links below) to educate coaches, student-athletes, and parents/guardians of student-athletes about the nature and risk of concussions and head injuries, including continuing play after a concussion or head injury.

<http://www.ihsa.org/Resources/SportsMedicine/ConcussionManagement/ConcussionResources.aspx>

<https://www.iesa.org/activities/concussion.asp>

## **Concussion Oversight Teams (COT)**

Each school shall form a Concussion Oversight Team (COT). The COT's primary function will be to develop return-to-play and return-to-learn protocols for students believed to have experienced a concussion. The protocols should be based on peer-reviewed scientific evidence consistent with guidelines from the Centers for Disease Control and Prevention. These teams can contain a range of individuals based on the resources available to the school in their community or neighborhood but must include one person who is responsible for implementing and complying with the return-to-play and return-to-learn protocols.

Per the law, each concussion oversight team must include, to the extent practicable, at least one physician. If a school employs an athletic trainer, the athletic trainer must be a member of the school concussion oversight team to the extent practicable. If a school employs a nurse, the nurse must be a member of the school concussion oversight team to the extent practicable. At a minimum, a school shall appoint a person who is responsible for implementing and complying with the return-to-play and return-to-learn protocols adopted by the concussion oversight team. A school may appoint other licensed healthcare professionals to serve on the concussion oversight team.

## **Coaches Training**

All *interscholastic* coaches and licensed officials must complete a training program of at least 2 hours on concussions. Coaches, nurses, and game officials must provide the school with proof of successful completion of the training. Training must be completed every two years. Head coaches and assistant coaches must complete the required training. Compliant courses are available on the IHSA and IESA websites. *IESA member schools may*

*access the course through the IESA Member Center. It is recommended that all elementary schools with athletics join the IESA-\$75 dues to allow access to these materials.*

## **Emergency Action Plan**

Each school must also develop a school-specific emergency action plan for interscholastic athletic activities to address serious injuries and acute medical conditions in which a student's condition may deteriorate rapidly. The plan must include certain provisions and be reviewed by the COT before school approval. It should be distributed to appropriate personnel, posted at the school, and reviewed annually. Links to sample information are below on the IESA and IHSA websites.

[http://www.ihsa.org/documents/forms/current/Emergency\\_Action\\_Plan\\_Form.pdf](http://www.ihsa.org/documents/forms/current/Emergency_Action_Plan_Form.pdf)

## **Guidelines**

The Superintendent or designee is authorized to issue Guidelines for the effective implementation of this Policy's requirements.

## **Compliance**

Failure to follow this Policy or Guidelines may result in disciplinary action, up to and including dismissal.

## DISCIPLINE

### Philosophy

The word “discipline” comes from the word disciple. Christ told us how to recognize His disciples: “They shall have love for one another.” Therefore, our school, which is modeled on Christ’s teachings, should be a place where:

1. Every person is given respect regardless of age.
2. Students, teachers, staff, and administration work to help each other.
3. All our students will exhibit the love and concern of Christ Himself for them, their classmates, the teachers and staff, and all school property.

In short, our school should be a community of faith, whose bond of unity is the shared presence of Jesus Christ at work in every member.

As faculty and staff, we have adopted the following principles to guide our disciplinary decisions:

- We believe that students should be guided and expected to solve the problems they create without creating problems for anyone else.
- We believe that we should make every attempt to maintain the dignity of both the student and the adult during a disciplinary situation.
- We believe that students should see a reasonable connection between their actions and the consequences that follow.
- We believe that the adult’s emphasis should be on helping students learn to problem-solve and adopt new behaviors.
- We believe that misbehavior should be handled with natural or logical consequences instead of punishment whenever possible.

### The School Community

Students, parents, and the school share responsibility for creating the best possible learning environment. The school provides a qualified faculty and staff, along with a program, to support students’ success in a complex world. To protect everyone’s rights and ensure a safe learning environment at St. Pius X Parish School, the following student behavior guidelines have been established.

These rules and procedures apply during the school day, on school grounds, and at all St. Pius X Parish School-related events, including athletic competitions, band concerts, and field trips. They may also apply when students travel to and from school or to school activities. As representatives of the school and parish, students, parents, and staff should always demonstrate fairness and goodwill. The school administration has the discretion to interpret and enforce these procedures.

### Parent Concerns

Parent concerns should go through the following channels:

1. Classroom teacher
2. Principal (Dean of Students in principal’s absence)
3. Pastor
4. Catholic Schools Office - Diocese of Joliet

### School Disciplinary Measures

At the start of the school year, classroom rules, procedures, and regulations will be determined by each teacher. The class rules should be posted and frequently referenced.

In preschool through second grade, the emphasis is on teaching appropriate behavior. Each teacher will develop a behavior program for his/her classroom. At the start of the year, an outline will be sent home explaining the teacher’s expectations and discipline procedures.

The Intermediate and Junior High (Grades 3 - 8) teachers have a set of classroom procedures to facilitate classroom organization and proper classroom conduct. Additionally, students should abide by the School Discipline Code listed below.

## **Intermediate and Junior High Discipline Code**

Unacceptable behavior includes, but is not limited to:

- Disrespect towards a teacher or student
- Uniform violations
- Failure to follow the direction of a faculty/staff member
- Inappropriate behavior
- Inappropriate language
- Academic dishonesty
- Pushing or shoving, etc.
- Coming to class unprepared
- Tardy to class/excessive tardiness to school
- Unsigned tests and/or assignments
- Chewing gum

Misbehavior and/or disrespect may warrant the use of the following hierarchy of consequences:

### **Verbal Notification/Correction**

Students who misbehave will first be given up to three verbal notices regarding his/her misconduct or disobedience. This provides the student with the opportunity to correct his/her behavior and explains the consequences of failing to do so. No warning is required before issuing a written warning or detention for more serious misbehavior at the teacher's discretion.

### **Warnings (Demerits)**

Warnings are written notices given to students in the Intermediate and Junior High (Grades 3 - 8) for infractions that occur either in the classroom or on the grounds. They are given for minor or repeated infractions that the student chooses not to correct.

**Students will be issued a detention UPON receiving a third demerit from an individual teacher within a trimester. (3 demerits = 1 detention)**

### **Detention**

A detention is a written notice to parents informing them that a student's behavior has required him/her to stay after school for at least one hour, either outside of the school day or during lunch. The teacher or staff member who assigns the detention is responsible for scheduling and supervising it.

The signed detention slip must be returned to the issuing teacher the next day. This signed slip confirms that you are aware of the detention. Failing to return the signed slip will result in the student serving a second detention. The detention slip will specify the scheduled detention date. Detentions are held on Thursdays after school from 3:15 pm to 4:00 pm. Students who receive three (3) detentions within one trimester are required to meet with the classroom teacher, the parent(s), and the school administrator. At this meeting, the following will be explained to the parent(s) for clarification in case the student receives a fourth detention.

The student will serve a one (1)-day in-school suspension. The student will be removed from classes and placed in a supervised area to complete assigned work.

Since no supervised space is available at the school, a supervisor must be hired for the day of the suspension. The parent will cover the cost of this person. The expense will be similar to hiring a substitute teacher for the day. The suspended student will complete any coursework they are missing, work on decision-making skills, and/or develop academic skills.

Students are expected to report to detention in the school-approved uniform.

## **Suspension**

The student will be excluded from school and related activities for a period of time, not to exceed ten (10) consecutive school days. An in-school or out-of-school suspension will be given to a student who has already served an after-school detention. Suspensions may be assigned only by the principal.

Suspensions will generally occur in cases of **severe and/or frequent misbehavior of the same nature**. Students may not participate in or attend extracurricular activities or be on school grounds while on suspension. Students who are suspended will not be able to participate in extra-curricular activities for a period of one week from the suspension date.

## **Expulsion**

The student will be removed from the school. The Diocese will be contacted about all possible expulsion hearings and will review the evidence for expulsion. A hearing is then granted before the pastor, the principal, and the assistant principal.

A student may be suspended or expelled for gross disobedience or misconduct, which is defined as follows, but not limited to:

1. Behavior that is injurious to persons or property.
2. Behavior that substantially and materially disrupts the educational process or discipline of the school.
3. Repeated minor incidents of misbehavior that other disciplinary measures have failed to deter.
4. Gross disrespect or harassment of others at any time.

Hierarchy of consequences (per semester) will be used with the expectation for the student behavior improvement:

1-3 demerits. The student will meet with the principal or the dean of students. A verbal warning is issued. A possible lunchtime detention may be assigned based on the offense.

4th demerit. The student serves after-school detention.

5th demerit. A meeting will take place that includes parents, the teacher, an administrative member, and the Church priest.

6th demerit. Out-of-school suspension.

7th demerit. Meeting with parents. Possible expulsion will be considered.

Students begin each semester with a reset of their demerits. Students who have two consecutive semesters with 5 or more consequences will be placed on a revised, shorter consequence schedule, as reviewed and created in a meeting between parents and administration.

## **Unacceptable Items**

The following items are not allowed at school at any time and will be confiscated if found. Students should not bring to school: gum, radios, portable music players, fidget spinners, video games or any other electronic devices, firecrackers, lighters, matches, and any real or toy weapons. Any potentially dangerous article that could be used as a weapon is not allowed. Drugs, alcohol, and tobacco products are not allowed. In addition, appropriate discipline action will be taken when necessary.

## **Cell Phone Policy**

Students who need to call home must use the phone in the school office. While students may bring their cellular phones to school, they need to remain turned off, collected by the teacher, and placed in designated areas in each classroom. The school is not liable for cell phones brought on campus.

The use of camera/video capabilities (cell phones) by students is prohibited during any school-related activity without the express written permission of the school principal. Violating these regulations will result in the confiscation of the phone and consequences. Confiscated phones will be returned only to the student's parent/guardian at the end of the following day it was discovered.

## **School Security**

All visitors must enter the school building through the school office and sign in. Doors are locked campus-wide, and students are instructed not to open them for any visitor. Video surveillance has been installed throughout the campus and at the front office. Please ring the bell for entry; a staff member will then activate the door.

Video surveillance is active campus-wide. Recordings will be stored for later playback if needed. Please be aware that these cameras are active and that this information will be stored in the event of a security event.

Security policies are in place for the school campus. Staff are trained on emergency procedures each year. Protocols, such as not leaving the premises during a funeral, are in place to protect students. St. Pius has reciprocal agreements with Easter Seals, The Growing Place, and West Suburban Bank in the event the school must evacuate due to a hazard.

We respectfully request that parents make appointments to meet with staff members. Teachers are responsible for supervising students and must perform their duties in the interest of student safety.

## **Saint Pius Knights**

We are modeling our all-school student expectations on the characteristics that knights would display. This includes: A Knight Code made from the virtues of Faith, Honor, Servitude, Respect, Courage, Excellence, Loyalty, Justice, Gratitude and Peace. Students who demonstrate one of these virtues will get a “One Code Cash” ticket. Five tickets will allow a student to have a free day from the school dress code.

## **Hands-off Policy**

Students should feel safe both emotionally and physically when they come to school; otherwise, the learning environment is compromised. Students must refrain from touching others in any aggressive manner. The ‘Hands Off’ policy restricts all “play fighting”, pushing, shoving, kicking, tripping, hitting, slapping, and other forms of touching at any time while on the school campus. Appropriate disciplinary action will be taken for students who do not follow this policy.

## **Personal Property**

St. Pius X is not liable for all personal belongings brought to school (i.e., headphones, AirPods, cell phones, other electronic devices). Students are not allowed to touch or use another student’s personal property.

## **Tardiness**

Tardiness has a significant impact on the tardy student and the classroom. Oftentimes, the student has no control over when they arrive at school, as many are driven by an adult. The principal will address excessive tardiness.

## **LUNCH**

### **Hot Lunch Program**

St. Pius X Parish School is currently not offering a daily hot lunch program. The Parent Student Association offers an optional Fun Lunch program twice per month at the parents' expense.

### **Lunch**

Full Day Preschool	11:30 p.m. to 12:00 p.m.
Full-Day Kindergarten through Fourth Grade	Recess: 12:09 -12:29 p.m. Eat: 12:29 – 12:49 p.m.
Fifth Grade through Eighth Grade	Eat: 12:09 -12:29 p.m. Recess: 12:29 – 12:49 p.m.

If you are bringing lunch for your student(s), it must be at school by 11:30 a.m. for preschool. Kindergarten Lunches, as well as students in first through fourth grade, should arrive by 12:15 pm, and fifth through eighth grade by 11:55 am. We ask that parents send lunches with their child in the morning and refrain from dropping off lunches during the day, unless there are extenuating circumstances. This includes dropping fast-food options.

If you will be taking your student(s) out for lunch, you must come into the building and sign them out. When you return with the student, they must be signed back into the school. Students who are tardy upon returning from lunch will receive a tardy slip. Five tardies will result in the loss of the privilege of going out of the building for lunch for the remainder of the school year.

Students are to follow the school rules during their lunch period and to obey lunch monitors at any time they are in their classroom or on the playground. Violations of these rules will result in disciplinary action.

Students in preschool through fourth grade are not allowed to bring foods containing peanuts, as this wing is "peanut-free". (*See Student Wellness Section.*) Children are not allowed to bring carbonated beverages in cans or bottles to school. Glass or squirt bottles are also not allowed.

### **Recess**

During cold weather, students will go out for recess every day unless it is rainy or extremely cold (below 30 degrees). Please dress your child warmly with coats, hats, gloves, etc. Students will be allowed to play in the snow provided they are dressed appropriately with boots and snow pants. Please be sure to send your child to school with dry socks and gym shoes if they wear boots.

If your child should be injured on the playground, the lunch monitor will complete an accident report. One copy of this report will be sent home with your student. The school office will call home for injuries that involve the mouth, face, and head, or any injuries deemed to need medical attention.

### **Playground Behavior**

Students' cooperation on the playground will ensure their safety and well-being. The following must be observed:

- Students may not leave the school property for any reason.
- Students may not leave the playground without permission from an adult.
- No inappropriate language is allowed.
- When the bell rings, play will cease, and all students will line up quietly in the designated area.
- Students may not bring playground equipment from home.
- Students will follow the school's "hands-off" policy; no rough play is allowed.
- Students are not allowed to bring roller blades or skateboards on the grounds.
- Only touch football is allowed, AND NOT TACKLE FOOTBALL.
- Failure to follow the playground rules will result in the loss of playground privileges, as determined by the playground supervisor.

## **POLICY FOR INTERNET ACCESS AND RELATED TECHNOLOGY USE-STUDENTS**

The Catholic Schools Office of the Diocese of Joliet and St. Pius X Parish School endorse the use of technology in the instructional program through internet-enabled devices and digital equipment (sometimes collectively referred to as "Technology Resources") to enhance learning and teaching in an interconnected digital world.

All uses of Technology Resources shall be solely for educational purposes and shall align with the Diocesan and School's mission of promoting Catholic values, teaching, and academic excellence as outlined in their respective mission and philosophy statements.

Parents and Guardians of student users of Technology Resources must agree to and accept the Terms and Conditions below before their children are given access to the Technology Resources at the School.

Both the Parent/Guardian and Student acknowledge that the Code of Conduct also applies to personal electronic devices, including, but not limited to, cell phones, other handheld devices, laptops, and tablets ("Privately Owned Devices"). Students and their parents or guardians are informed that the Diocese of Joliet Catholic Schools may not require a student to provide a password or other account information to access a social networking website.

However, if the school has reasonable cause to believe that a student's social media account has violated a disciplinary rule or policy, law requires the student to provide passwords or other related account information for the social networking website to access the account. (IL School Code 105 75/15, Illinois Public Act 098-0129)

Failure to follow the terms and conditions of this Agreement by any user may result in loss of privileges, disciplinary measures, and/or legal action.

### **TERMS AND CONDITIONS**

#### **1. Acceptable Use**

The Diocese and Parish School will make reasonable efforts to ensure that technology is used responsibly, morally, and ethically in line with the educational and moral goals of the Diocese and School.

#### **Responsibility**

School administrators, teachers, and staff work together to help students develop and manage their digital identity, reputation, and online social interactions in positive, ethical, safe, and legal ways. However, a wide variety of material is available on the Internet, some of which may not align with a student's family's values. It is not practically possible for the Diocese and School to monitor and enforce every social and religious value in students' use of the Internet. Therefore, the Diocese and School recognize parents as the primary educators of their children and emphasize their role in guiding children on what material is and isn't acceptable for access and communication through the school network system and when using a school-owned device at home.

Students, teachers, and staff have a responsibility to respect and protect the rights of every other user at the school and on the Internet.

The Principal or Pastor has the authority to determine what constitutes inappropriate use, and his/her decision is final.

#### **2. Code of Conduct** - Expectations for conduct in Grades K-2, 3-5, and 6-8 are defined with the expectation for age-appropriate behavior when using technology.

#### **3. Safety**

Reasonable efforts will be made to protect network users from harassment, unwanted, and unsolicited communication. Any users who receive threatening or unwelcome messages should immediately report this to a teacher or principal.

#### **4. Internet Filtering**

The school will implement technology protection measures in accordance with the Children's Internet Protection Act (CIPA) to shield minors and all users from access to visual content that is violent, obscene, constitutes child pornography, or otherwise harms minors.

#### **5. Privacy**

The user does not have any right of privacy or ownership whatsoever in relation to his/her use of the school network and/or email. Consequently, all electronic and telephone communication systems and all communication and information transmitted by, received from, or stored in any manner is the property of the Parish, School, or Diocese and is to be used for educational purposes only.

To ensure that the use of the network is consistent with the educational objectives and philosophy of the School, Parish, and Diocese, authorized representatives may monitor the use of the network from time to time, which may include the printing and reading of all information stored, and all emails entering, leaving, or stored, and all files created and saved in the system.

The system administrator (Principal or designee, Pastor) may remove any material stored by the users which violates the terms of this Agreement.

#### **6. Consequences for Inappropriate Use**

The school network user is responsible for damages to equipment, systems, and software caused by deliberate or willful acts, or by the installation of unapproved software or files. Illegal use of the school network, intentional deletion or damage to others' files or data, copyright violations, or theft of services will be reported to the appropriate authorities and will be deemed violations of this agreement's terms and conditions.

If a user mistakenly accesses inappropriate information, the user shall immediately inform the teacher or adult supervisor.

#### **7. Web Pages**

The School may choose to publish Web Pages to provide school or parish information, as well as teacher or class details. This could include posting meeting notices, agendas, student activities, projects and achievements, schedules, and other information of interest to students, parents, and the community. Classrooms may also participate in creating web pages as ongoing educational projects. The posting of any material that may violate copyright law is strictly prohibited.

Disclosure of student information on the school website will be limited to first name and last initial. Photographs or videos of students may be posted on the school website; however, no photographs or a video of any student will be captioned with the student's name or identify the student by name in any way. In another manner. No image of a student may be posted in such a way that the image of that student may be matched up with the student's name.

The principal or his/her designee shall monitor school web publications.

#### **8. Indemnification**

The user's parent/guardian hereby agrees to indemnify the School/Parish/Diocese for any losses, costs, or damages, including attorney fees, incurred by the School, Parish, or Diocese relating to or arising out of the breach of, or the enforcement of this Agreement or the School/Parish/Diocese enforcement thereof.

#### **9 Financial Obligations**

The student, parent, or guardian agrees to be responsible for any financial obligation incurred through the use of the school network, which is contrary to the terms of this Agreement.

#### **10. Limitation of Liability**

The School/Parish/Diocese makes no guarantee that functions and services provided by the school's computer system and network will be error-free and without any defects. The School/Parish/Diocese has no responsibility for the accuracy or quality of information obtained through the use of the school network or for any damages users suffer.

## **DIOCESE OF JOLIET VIDEOTAPING AND/OR PHOTOGRAPHING OF STUDENTS**

The Diocese and its Schools in Joliet may provide positive publicity for students through videotapes, digital images, photographs, and online publications within the scope of this agreement. The Diocese and its schools may use videotaping and/or photographing as a part of instruction to enhance learning, share information, promote the school, support a safe and secure learning environment, and monitor or record student activities. Such videotaping or photography may be scheduled or unannounced and will follow Diocesan guidelines. However, the Diocese and its Schools do not endorse the display of any videotapes, digital images, or photographs on social networking or video-sharing sites, such as YouTube, without prior approval from the administrator and all involved parties.

- I. Teachers and administrators may use videotapes, photographs, and digital images of students, or their designees within the Diocese and/or School, for classroom instructional purposes without prior consent from a student's parent or guardian. Staff members of the School or Diocese must keep these student records confidential in accordance with state and federal laws and the established Diocesan student record procedures.
- II. Photographs or videos of students posted on the school website shall not be captioned with The student's full name or identifying the student by name in any manner. Disclosure of Student information will be limited to first name and last initial. No image of a student may be posted in such a way that the image of that student may be linked to or associated with the student's full name.
- III. A student teacher under the supervision of a college/university, or other certified staff member may utilize videotapes, photographs, or digital images of students for his/her own professional use without the advance consent of a student's parent/guardian. Examples of educational videotapes/photographs include documenting science experiments, presentations, etc. A release form is required from the parent/guardian when students participate in class, university class assignment and/or student teaching portfolio development.
- IV. Students under the supervision of the administrator/teacher or approved designee may videotape or photograph students without the advance consent of a student's parent/guardian for educational purposes, to promote the school/school activities, and to enhance learning. Examples: yearbook, school paper, sports games, etc.
- V. Forms of release for videotaping and photographing of students are not required from the parent/guardian when:
  1. A student has voluntarily chosen or been permitted by his/her parent or guardian to participate in, or be a spectator at, a school-related activity that is open to the public, such as an athletic event, concert, theatrical presentation, dance, etc.
  2. The student has chosen to be an officially designated school leader or role model, such as athlete, student council leader, etc. for which there is potential for informal contact with news media.
  3. Stock videotape footage or generic pictures. (i.e., yearbook individual and group pictures) are being obtained in public places. (i.e., hallways, gymnasiums, general classroom areas, playgrounds, athletic fields, etc.) by the Diocese and/or School.
  4. Outside news media videotape or photograph students in areas that cannot be effectively shielded from the public, such as playgrounds, parking lots, athletic fields, etc.
  5. Video cameras are in use to monitor public areas of a school/church facility, or bus.

## **UNIFORM POLICY**

St. Pius X Parish School utilizes school uniforms to build community and foster school spirit. All students are expected to be in a school uniform every day. The administration reserves the right to determine whether a student's appearance is appropriate. The purpose of the uniform is to create and foster a positive learning environment that is free of distraction, with the focus being on practicing our Catholic faith and developing our internal person.

If you are not sure if you should wear it, don't!

### **Uniforms Grades Kindergarten-Fourth**

Uniforms Required Grades Kindergarten-4		
Shoes	Boys/Girls	Plain black athletic or dress shoes. No rhinestones, jewels or color accessories. No boots, moccasins or authentic ballet slippers. Heels should be no more than 1 1/2" high. No high tops. Plain black Vans or Sperry shoes are allowed.
Socks	Boys/Girls	Solid white, gray or black socks should be worn. St. Pius logo socks sold through Dennis Uniforms can be worn.
Jumper	Girls	Plaid jumper purchased through Dennis Uniforms. Should be 1 inch above the knee in length.
Blouses	Girls	Plain white, long or short sleeve, Peter Pan or regular collar.
Shirts	Boys	Plain white polo or gray Polo purchased through Dennis Uniforms.
Pants	Boys/Girls	Black cotton/twill pants. No black denim, stretch or yoga pants.
Belt	Boys	To be worn with shirt tucked in. Solid brown or black.
P.E. Uniform	Boys/Girls	May be worn on days students attend P.E. Shorts and sweatpants must be purchased through Dennis Uniforms. Athletic shoes are required. No light-up shoes, sparkle or shoes with wheels.

Optional Items Grades Kindergarten-4		
Fleece	Boys//Girls	Gray fleece purchased through Dennis Uniforms.
Pullover/vest	Boys/Girls	Sweaters, crew neck sweatshirt and vest purchased through Dennis Uniforms.
Long-sleeve shirt	Boys/Girls	Worn under school blouse or school polo. Solid white, or black with no logos, graphics or brand names showing.
Leggings	Girls	Solid black or gray to be worn under jumper during cold weather.
Tights	Girls	Solid black, white, or gray to be worn under jumper during cold weather.
Shorts	Boys/Girls	During August, September, May, June. Solid black dress shorts. Should be 1 inch above the knee in length.
Hair Accessories	Girls	Solid yellow, black, white or gray -small in size. Accessories sold through Dennis Uniforms are allowed.

## Uniforms Grades Five through Eight

Uniforms Required Grades 5-8		
Shoes	Boys/Girls	Plain black athletic shoes with black, white or brown sole. No rhinestones, jewels or color accessories. No boots, moccasins or authentic ballet slippers. Heels should be no more than 1 ½" high. No high-top shoes. Plain black Vans or Sperry shoes are allowed.
Socks	Boys/Girls	Solid white, gray or black socks should be worn. St. Pius logo socks sold through Dennis Uniforms.
Skirt	Girls	Plaid skirt or skort purchased through Dennis Uniforms. Should be 1 inch above the knee in length.
Shirts	Girls	Gray banded polo purchased through Dennis Uniforms. Non-banded shirts to be tucked in.
Shirts	Boys	Gray polo purchased through Dennis Uniforms.
Pants	Boys/Girls	Black cotton/twill pants. No black denim, stretch or yoga pants.
Belt	Boys	Solid brown or black. To be worn with shirt tucked in.
P.E. Uniform	Boys/Girls	Students may wear their PE uniforms to school on their scheduled days for PE. Shorts and sweatpants must be purchased through Dennis Uniforms. Athletic shoes are required.

Uniforms Optional Grades 5-8		
Fleece	Boys//Girls	Gray fleece purchased through Dennis Uniforms.
Sweater/vest/sweatshirt	Boys/Girls	Sweaters, crew neck sweatshirt and vest purchased through Dennis Uniforms.
Long-sleeve shirt	Boys/Girls	Worn under school blouse or school polo. Solid white or black with no logos, graphics or brand names showing.
Leggings	Girls	Solid black or gray, to be worn under skirt during cold weather.
Tights	Girls	Solid black, white or gray, worn under jumper during cold weather.
Shorts	Boys/Girls	During August, September, May, June. Solid black dress shorts. Should be 1 inch above the knee in length.
Hair Accessories	Girls	Solid yellow, black, white, or gray-small in size. Accessories sold through Dennis Uniforms are allowed.

## Uniform Additional Items

### General

- Undergarments, including Camis and sports bras or underwear bands, may not be showing at any time.
- Shorts should be worn under jumpers and skirts for modesty.
- Hoodies or non-Dennis Uniform fleece jackets are not allowed.
- Throughout the school year, students may be asked to lengthen their skirts or pants to the appropriate length to accommodate growth.

### Make-up and Nail Polish

- No makeup is allowed during school hours, except for light concealer for blemishes.
- Clear, light pink, or white nail polish is allowed. Nails should be of modest length with no artificial nails allowed.

### Jewelry

- Girls may wear stud earrings on the earlobe in matching pairs, no hoop or dangle earrings for safety. No other visible body piercings are allowed. No cartilage or upper ear piercings. Boys may not have pierced ears.
- Boys and girls may wear one wristwatch. Smart watches are required to be silenced and on school mode. If misused, the privileges of smart watches will be forfeited.

- A modest religious medal or cross may be worn.
- Rings, pins, or ankle bracelets may not be worn. Bracelets are not allowed, except for medical bracelets.
- Jewelry must be removed for P.E. class for safety.
- Boys may not wear earrings.

## **Hair**

- All students' hair must be neat, clean, and well-groomed. No tails, cutouts, etchings, or extreme hairstyles allowed.
- The student's hair may not cover the eyes.
- Boys must be clean-shaven. Beards and mustaches are not allowed.
- All hair must be of natural color; no extreme colors are allowed. Students may be required to dye their hair to a natural color at the administration's discretion.
- Solid color accessories in black, yellow or white, or those purchased through Dennis Uniforms, are allowed.
- Hats may not be worn in the building with the school uniform, except on specialty days announced before the school day.
- Hair length and style appropriateness are at the school administration's discretion. Boys may not have hair longer than their shoulders.

## **Tattoos/Writing on Body**

- Students may not have permanent or temporary tattoos.
- Students may not write on themselves or others using pens, paint, or markers. Students found wearing writing or markings on their bodies will be required to wash them off.

## **School Spirit Days**

- Any Pius-related shirt, sweatshirt, pants, or shorts are allowed.
- Purchased Spirit wear items are allowed.
- Gym shoes are allowed.

## **Dress Down Days (Non-Spirit Wear)**

Periodically throughout the school year, children will be invited to participate in out-of-uniform days. Specific themes may be announced for those days.

- Jeans should have no rips or tears.
- No t-shirts with inappropriate words or images.
- No shirts with low necklines (below the collarbone).
- No spaghetti straps.
- No midriffs or crop tops allowed.
- Leggings are allowed with shirts of modest length.
- Dresses may not have open backs or side cutouts.
- No Crocs or slides (unless noted).

## **Scouting Uniforms**

Parents of Girl Scouts and Boys Scouts should check with their leaders to obtain the current information for appropriate scouting uniform attire.

## STUDENT HEALTH AND SUPPORT

### Medication

Any student who needs to take medication during the school day, whether over-the-counter or prescribed, must have A completed Medical Authorization Form on file in the school office. Students are not allowed to have any medication in their possession at any time, including cough drops, aspirin, or antacids. Parents are responsible for completing this Medical Authorization Form and providing details about the medication, dosage, and timing. These forms must be renewed each year. Students requiring prescription medication must also have written orders from a physician specifying the drug name, dosage, and administration schedule. These orders must be renewed annually. Students with asthma who must carry an inhaler at all times must complete a Self-Administration of Inhaler Form and keep it on file in the school office. Students who require immediate administration of an EpiPen to prevent the effects of a severe allergic reaction may store the EpiPens in their homerooms or the school office. The faculty and staff are trained in administering EpiPens. All other EpiPens are stored in the school office. A Medical Authorization Form must be on file in the school office. The school incurs no liability for the administration of asthma medication, epinephrine auto-injector, or an opioid antagonist.

The parent or guardian must pick up all medicines by the last day of school. Any medicine left in the school office will be discarded.

### Illness

When a child becomes ill during the school day, the parent, guardian, or designated emergency caretaker will be contacted to pick up the child. It is advisable to keep a child home until they have fully recovered. A child's temperature should be normal for a full 24 hours before they return to school.

The school office will notify parents by email when a contagious illness meeting the DuPage Health Department's criteria is diagnosed in a student in the classroom.

A student who was absent from school due to illness may not participate in any athletic or extracurricular activities, including dances and performances, on that same day. A note is required within 2 days of the student's return to be excused. After nine unexcused absences, a note is required from the doctor after one day in order for it to be considered excused.

If your child is sick and cannot attend school, please call the school office at (630) 627-2353 or email Mrs. Huerta at [bhuerta@stpiuslombard.org](mailto:bhuerta@stpiuslombard.org) to report their absence. Whether your child is attending in person or remotely, contact us if your child is sick and will be absent.

### Student Wellness

As a member of the Diocese of Joliet, St. Pius X Parish School is dedicated to creating a learning environment that supports and encourages wellness, good nutrition, and an active lifestyle. It recognizes the positive link between good nutrition, physical activity, and students' ability to develop and learn. The entire school atmosphere should be aligned with healthy school goals to positively influence students' beliefs and habits, promoting health, wellness, proper nutrition, and regular physical activity. Additionally, school staff will be encouraged to model healthy eating and physical activity as essential parts of everyday life.

Furthermore, out of consideration for our youngest students and the risk of life-threatening reactions to peanuts, our preschool and intermediate wings (grades preschool through fourth grade) are designated as "peanut-free." Although close adult supervision is provided during lunch, these younger students may not be old enough to recognize allergy symptoms or the potential for spreading allergens in their classrooms. We respectfully ask for your cooperation in creating a safe environment for these students. In the event a child does bring peanut butter to school:

1. A note will be sent home to the parent, requiring a signature before it is returned.
2. Repeated offenses will result in a meeting with the principal and parents regarding the situation.

## **Emergency Care**

An emergency card must be on file for every child in the school. Parents will be asked to fill out a new card each school year.

Please notify the school office of any changes to your address and/or home or work telephone numbers. In addition, the school office needs to be notified if there is any change in your child's physical condition.

Parents or guardians who will be out of town for any length of time should notify the school office in writing who will be responsible for their student(s) in their absence.

In the event of a serious injury or accident, the school will make every effort to notify the parent or guardian. Emergency care will be provided and first aid administered until the parent, guardian, or emergency personnel assume responsibility. An accident report will be kept on file for each incident.

The school offices will notify parents by email when a contagious illness meeting the DuPage Health Department's criteria is diagnosed in a student in a classroom.

## **School Counselor**

St. Pius X Parish School employs a full-time school counselor to support students' emotional needs. The school counselor may speak with students throughout the school day as needed. The school counselor will assist with bullying prevention and with promoting a positive school culture. The school counselor will assist in creating the emergency plan, including a crisis management process for events at the school or in the surrounding community. Parents who have concerns about their children may request that the school counselor speak with their child to provide support. The school office can connect parents with the school counselor. If a student requires additional support, the principal and school counselor will determine whether the student should be referred for outside services, either through a private therapist or through a District 45 referral. This determination will be made through a meeting with parents.

## **ABSENCE POLICY**

### **Truancy Policy**

St. Pius X Parish School requires students in kindergarten through eighth grade to attend school daily during the school term. The minimum length of the school year is 176 days.

After nine absences (5% of the school year), St. Pius will send a letter to parents and schedule a meeting with the administration and the social worker to develop an action plan to address truancy.

Students with a diagnosed medical condition that requires absence from school should submit a medical report detailing the condition and a letter from the doctor verifying the need for absence.

In any absence, the student's parent or guardian must call the school at (630) 627-2353 to explain the reason. If a call is not made by 9:00 a.m. on the day of the absence, school staff will contact the parent or guardian to ask why the student is absent. A signed note must be submitted to the office within two days of the student's return for the absence to be marked as excused, even if the absence was reported by phone. Definitions of excused and unexcused absences are provided below.

### **Illinois Truancy Code Section 3 – Attendance and Truancy**

The Illinois School Code mandates daily attendance during the compulsory school age (105 ILCS 5/26-I-15). Valid reasons for student absence include illness, observing a religious holiday, death in the immediate family, and family emergencies. It also covers other situations beyond the student's control as determined by the administration. According to the Illinois School Code, Article 26-1, those who have custody or control of any child between the ages of 7 and 17 are responsible for ensuring the child's attendance for the entire school year. A school year will consist of at least 176 days of instruction.

Any absence due to illness lasting more than two consecutive days must be verified by a medical note, which must be provided within two days of the student's return for the absence to be considered excused. The student should carry a note from a parent/guardian or a physician explaining their morning absence due to a medical appointment. Students are limited to nine days of absence per year. Any absences beyond this limit will be considered unexcused unless a medical statement from a physician is submitted upon return. Students who have used their nine allotted absences will be considered unexcused and, therefore, truant for each class period missed.

### **Excused Absences**

An excused absence can be defined as, but is not limited to:

1. Medical appointment verified by a medical note.
2. Testing and assessment.
3. High school shadow day.
4. Illness confirmed by a medical note (after two days out of school before nine unexcused absences, one day after nine unexcused days).
5. Observance of a religious holiday.
6. Illness confirmed by a note from a parent/guardian (parent/guardian verified absences may not be excused if total absences are in excess of nine excused or unexcused absence days per year).
7. Court appearance required by official summons or a court-verified subpoena.
8. Funeral (confirmed with a parent/guardian note).
9. School-sponsored activities, i.e., field trips, athletic events, or scholastic competitions.
10. Extenuating circumstances that the administration has approved.

## **Unexcused Absences**

An unexcused absence can be defined as, but is not limited to:

1. Any absence that is not confirmed with a parental/guardian, medical staff, or within the two-day grace period.
2. Truancy (absence from school without verification from the parent).
3. An illness that lasts for more than two consecutive days that is not verified by a medical note.
4. Vacation days taken with family (credit will be given if the student meets the expectations of the building principal and classroom teachers).
5. Personal reasons or business.
6. Failure to attend because of transportation problems, unless transported by school bus.
7. Non-school-sponsored sports activities or events.

The school will notify parents after a student has had nine unexcused absences this year. Parents will be informed by letter, and concerns regarding their student's attendance will be shared. The letter informs parents that, if the student misses any more school for the remainder of the year, a licensed physician's medical excuse will be required for the absence to be considered excused. Unless there are very unusual circumstances, missing more than nine days of school by the end of the second trimester is excessive. Students need to be in attendance to receive credit. Except for excused absences due to medical reasons, bereavement, shadow days, and religious holiday observance, both unexcused and excused absences count towards absence days, which can result in loss of credit. A student's grades may be affected by unexcused absences. Please remember there is a positive relationship between attendance and success in school.

## **Attendance and Extra Curricular Participation**

Any student who is not in school at the start of the school day or leaves school early will not participate in practice or any extracurricular event that night. Students who leave school due to illness, are tardy for more than one class period, or are absent for any reason other than medical appointments will not be allowed to attend or participate in extracurricular activities or practice on that same day. This rule applies only to that day. Daily attendance will be sent to the Athletic Director, who will then pass it along to coaches.

## **Homework Requests**

Since homework is meant to reinforce what is covered during the school day, the faculty and administration strongly recommend that children be given time to rest and recover when they are ill. As a result, the due dates for assignments are extended for children who miss school due to illness. For each day a child is absent, they will receive a one-day extension. If you would like your child to receive homework during an absence, please inform the school office by 9 a.m. Homework will be sent home for students who are absent for two or more consecutive days. However, homework will not be sent home for students who are absent for just one day.

## **TUITION INFORMATION**

### **Tuition Procedures**

Families who are registered contributing parishioners will receive the parishioner tuition rate. Registered families who do not contribute to the parish, and non-parishioner families, will receive the non-parishioner tuition rate.

If all financial obligations are not fulfilled by May 1 and no alternative arrangements are made with the principal, students will be prohibited from participating in any graduation activities, report cards will not be distributed, and official transcripts will not be sent until all obligations are settled. Additionally, a returning student will be unable to register for the next school year until all financial obligations for the current year are met or appropriate arrangements have been made with the principal.

Families who do not meet their financial obligations may be dismissed from the school. All available payment options will be provided to the family to make a payment and to the student(s) to remain enrolled. However, if an agreement cannot be reached, the school reserves the right to recover lost funds for services already rendered through the legal system. The pastor and the principal will decide whether to pursue this.

Tuition contracts will be given to parents for the next school year once their financial obligations for the current year are fulfilled. Parents may choose to pay their total tuition obligation from one of the options outlined on the tuition contract. Tuition contracts should be returned to the school office no later than June 1 for your student(s) to be added to the class list for the next school year. A late fee may apply for late registration. We will not hold a place for your child without a signed and dated tuition contract.

### **Financial Aid**

Families needing financial assistance should contact Fr. Matthew Nathan. This request must be submitted again each school year. An application must be completed through FACTS, our online tuition payment system. This application has a firm deadline every year. Please review the Green Knight newsletter weekly for updates or contact the school office with any questions.

### **Fundraising**

Throughout the school year, in addition to the mandatory fundraiser, the school may hold various additional fundraising events. The school principal must approve all fundraisers, regardless of their origin and distribution of funds.

### **Manna Program**

All parents have the chance to reduce their tuition for the school year by participating in the Manna gift certificate program. The Manna program lowers tuition in two ways: a portion of your purchase is credited toward your tuition bill, and an additional portion goes to the school to help meet the budgeted revenue. All families, especially those having trouble meeting their tuition obligations, are encouraged to contribute financially to the school through active involvement.

## **ADDITIONAL ITEMS**

### **Access to Records**

St. Pius X Parish School complies with the Federal statutes governing access to student records. A written request is required, after which the school has 15 days to comply. Parents may request records to be forwarded to a designated school. School records are the property of St. Pius X School. Parents may review records in the school office; however, they may not request a personal copy. St. Pius X will only forward records to another school. Failure to pay financial obligations may result in our holding the records from the requested school until financial arrangements have been made with St. Pius.

### **Bicycles**

Students who ride their bicycles to school are not allowed to ride them on school property before, during, or after school. Once on school grounds, students must walk their bikes. Bicycles must be parked and locked at the school bike racks.

***Roller blades, skateboards, and scooters are not allowed on school property.***

### **Birthdays**

Invitations to student birthday parties may not be distributed at school unless the whole class is being invited.

### **Bus Service**

District 45 provides bus service to students who live within the district. To qualify for busing, students must live more than 1 1/2 miles from the school, reside in the district, or have a designated hazardous crossing. Families interested in determining whether they qualify for bus service should contact the school office. When District 45 is not in session or students are engaged in remote learning, bus service will not be available to St. Pius students.

**Classroom Parties:** To enhance children's social skills, classroom parties are held multiple times throughout the school year. Parents who volunteer to help with these parties must attend Protecting God's Children and submit a background check, a pastoral acknowledgment, and a DCFS form. Siblings are not permitted to attend classroom parties.

### **Email Addresses**

Students in grades six through eight will receive an email account through St. Pius. This email address has restrictions that allow students to send and receive emails only from a stpiuslombard.org address. This will promote collaboration with classmates and enable direct contact with teachers. These email accounts are part of the Technology Agreement. All students in grades six through eight will be asked to sign a Technology Agreement after reviewing the details in Technology class.

### **Emergency School Closings**

Emergency school closings are announced through email, on the website, and on the radio and television. School closing information will be posted on our website by 6:30 a.m. Families can also visit [www.emergencyschoolclosings.com](http://www.emergencyschoolclosings.com) to check for St. Pius X Parish School closings. St. Pius will also notify you via text, email, and social media.

### **Field Trips**

Field trips enhance your child's curriculum by providing hands-on experiences. Parents or guardians will receive a Joliet Diocesan Field Trip Permission Slip for each trip well in advance. These forms will also be available on our website. The permission slip must be signed by a parent or guardian and, if necessary, include payment before the child is permitted to go on the trip. Handwritten notes or phone calls will not be accepted. (Since prepayment is required for field trips, refunds are not offered.) Students who arrive at school on the day of a field trip without a Field Trip Permission Slip will be sent to the school library for the duration of the trip.

Any parent or guardian who volunteers to chaperone on a field trip is required to have taken the Protecting God's Children Workshop and submitted a background check, a pastoral acknowledgement, and a DCFS form before they will be allowed to chaperone. Younger siblings are not allowed to go on field trips.

## **Fire Drills/Tornado Drills/Safety Drills**

St. Pius X Parish School conducts regular fire/tornado/safety drills with the Lombard Fire Department in accordance with Illinois state law. All students participate in bus evacuation drills in the fall and a lockdown drill with the Lombard Police Department.

## **Forgotten Items**

Lunches left at home should be labeled with the child's name and will be delivered to students. Lunch drop-offs should only occur if a lunch is forgotten or on a special occasion.

Items such as books, homework, uniforms, gym uniforms, pencil cases, etc., that are forgotten should be brought to the school office, and they will be delivered to students. Students may call home to request forgotten lunches, eyeglasses, permission slips, medicine, or to attend Homework Club if they are ill. However, they are not permitted to call home from the office or use cell phones to request items such as books, homework, gym uniforms, or play dates.

Students may re-enter the building until 3:30 p.m. to pick up forgotten items from their classroom. Once the classroom teacher locks the door at 3:30 p.m., the office and maintenance staff will no longer be able to open classroom doors.

## **The Knightly News**

Each Friday, the school newsletter, The Knightly News, is emailed from the school office. This newsletter includes important dates and reminders for parents.

Please contact the school office if you did not receive the electronic Green Knight. Occasionally, parents have difficulty receiving the Green Knight via email. Please contact the school office if you are not receiving the Green Knight email each Thursday.

## **Internet Access**

The Diocese of Joliet requires every student (preschool through eighth grade) to have an Acceptable Use Agreement for Internet Access and Related Technology Use in their student file before using the school computers. A new form is required for each student at the beginning of each school year and is not retained in the student's files from year to year.

St. Pius X School follows CIPA (Children's Internet Protection Act) guidelines to protect students from harmful content while at school.

## **Lost and Found**

Please label all of your child's belongings so they may be easily returned. Unmarked lost and found items will be placed in a bin in the school office copy room. Items not claimed after a reasonable period are sent to a charitable institution.

## **Lost Books**

The replacement of lost textbooks is the responsibility of the student, and he/she is expected to pay for them.

## **Parent & School Association**

Every school parent and/or guardian is a member of the Parent & School Association. The Parent & School Association works with the principal to enhance school services. Parents are encouraged to volunteer for any PSA committee. Reminders about PSA events and meetings will be sent home electronically through the Knightly News.

## **Payments Other Than Tuition**

Please write out individual checks for different items. For instance, do not combine a yearbook payment with tuition. We also request that the memo line be used to describe the payment. These steps will make your payment processing more efficient.

A secure lockbox has been installed outside the school office to provide a convenient location to drop off payments and forms.

## **Pets**

We ask that parents leave family pets at home. There are students who are allergic to animals and students who have a fear of animals as well.

## **Photograph/Videotape of Students and Student Privacy**

If you want your student to be excluded from being photographed, a Diocese of Joliet Opt-out form is available at the school office. This form must be completed for your student to be exempt from photography or videotaping. Please note that students whose parents have “opted out” will not appear in the school yearbook.

All students will be identified in the school newsletter and on the school website using only their first name and last initial to protect their privacy. (Please see the Photography/Videotaping Agreement section for specific details of the policy.)

## **School Board**

The St. Pius X Parish School Board develops and defends the policies that govern the operation of St. Pius X Parish School and promotes their implementation. The School Board is composed of nine members selected through a discernment process. This board serves as a consultative body to the school principal. Open meetings are held at 7:00 p.m. on the fourth Thursday of the month in the school library.

## **School Communication**

Each Thursday, the school will send a weekly electronic communication home. “In an effort to “go green,’ the Green Knight and school fliers will be delivered via email using Constant Contact. The email address provided on the Directory Form distributed at the beginning of the year will be used for this service. The principal must approve all information sent home.

Individual classroom teachers may send home a newsletter from their homerooms. Please make sure your family has access to FACTS to receive important announcements and to check on grades.

The school office may be contacted via email at [schooloffice@stpiuslombard.org](mailto:schooloffice@stpiuslombard.org) for any questions.

## **Student Deliveries**

Students may not receive flowers, balloons, etc., during the school day. Please refer to your classroom teacher’s expectations for celebrating student birthdays.

## **Students Transferring to Another School**

If a student is transferring out of St. Pius X Parish School for any reason, the parent(s) or guardian(s) must notify the school at least two weeks in advance. All outstanding financial obligations must be paid in full. A “release of records” is required to transfer the student’s records from one educational institution to another. Student records must be mailed to the new school. On the student’s last day, all educational materials belonging to St. Pius X Parish School must be returned to the teacher.

Parents have the right to inspect their student(s)’ records before their student (s) are transferred to the next school. Please provide 24 hours’ notice before any examination of student files is desired.

## **Volunteer Requirements**

Per the Diocese of Joliet, any parent or guardian wishing to volunteer in any capacity in the school must attend a Protecting God’s Children Workshop. In addition, volunteers must submit a background check, a pastoral acknowledgement, and complete a DCFS form before they can volunteer at the school in any capacity.

Parents wishing to volunteer who have not met these requirements will be denied access to the building per the Diocese of Joliet’s policies.

## **DIOCESE OF JOLIET ADDITIONAL POLICIES**

### **Allergies - 6830**

If a student has been diagnosed by a physician to have allergies and the necessity to self-administer and to self-carry an epinephrine auto-injector a signed parent permission notification and a signed physician authorization must be provided to the local Catholic School either at the start of a new school year, upon enrollment, or immediately following diagnosis of such requirement. Both the parental permission and physician authorization will be held on file at the school site where the student attends.

Accommodation requests are initiated by a parent/guardian to the local Catholic School and include a physician's report outlining the severity of the allergy and the recommended actions by the physician that are medically necessary to avoid any reaction. Administration explains to parents/guardians what reasonable accommodations they can make. Allergy free is not a credible accommodation that schools make, however, effective practices to reduce the chance of exposure to allergens may include, but are not limited to:

- ✓ designating a separate table/area for students with an allergy,
- ✓ allowing the allergic student to eat at his/her own desk, keeping the same desk year-round to reduce possible contaminants if there is no common lunchroom,
- ✓ limit/prohibit food in classrooms,
- ✓ remove food as a reward in classrooms or for celebrations,
- ✓ the regular cleaning of classrooms and lunchroom,
- ✓ educate school personnel on the management of students with allergies

### **Asthma - 6840**

A school, whether public or nonpublic, must permit the self-administration of medication by a pupil with asthma or the use of an epinephrine auto-injector by a pupil, provided that:

- ✓ The parents/guardians of the pupil provide to the school written authorization for the student to self-administer medication or for use of an epinephrine auto-injector, written authorization from the pupil's physician, physician assistant, or advanced practice registered nurse, and
- ✓ the parents/guardians of the pupil provide to the school: the prescription label, which must contain the name of the medication, the prescribed dosage, and the time at which or circumstances under which the medication is administered

If a student has been diagnosed by a physician to have asthma and is required due to this diagnosis to self-administer and to self-carry asthma medication of any type, a signed parent permission notification and a copy of the prescription must be provided to the local Catholic School either at the start of a new school year, upon enrollment, or immediately following diagnosis of such requirement. Both the parent permission and the copy of the prescription will be held on file at the school site where the student attends. Parents/guardians please be informed that the school and its employees and agents incur no liability, except for willful and wanton conduct, as a result of any injury arising from the self-administration of medication or the use of an epinephrine auto-injector by the student.

*A school or a school employee is not liable for civil or other damages as a result of conduct, other than willful or wanton misconduct, related to the care of a student with diabetes. (b) A school employee shall not be subject to any disciplinary proceeding resulting from an action taken in compliance with this Act, unless the action constitutes willful or wanton misconduct.*

### **Diabetes - 6850**

Students are allowed to self-manage their diabetes in the school setting if they are authorized to do so by their diabetes care plan. The diabetes care plan should specify the nature of the student's self-management and may include: allowing students to check blood glucose levels when and wherever needed; self-administration of insulin; self-treatment of hyperglycemia or hypoglycemia; and allowing the student to possess, at all times, supplies and equipment necessary for diabetes management including, but not limited to, syringes, food and drink.

If a student has been diagnosed by a physician to have diabetes and to self-administer and to self-carry diabetes medication a signed parent permission notification and a signed physician diabetes care plan that would also carry a parent signature must be provided to the local Catholic School either at the start of a new school year, upon enrollment, or immediately following diagnosis of such requirement. Both the signed parent notification and the physician diabetes care plan will be held on file at the school site where the student attends.

### **Diabetes Care Plan Requirements:**

- It is the responsibility of the student's parents or legal guardians to share health care provider instructions concerning the student's diabetes management during the school day.
- The diabetes care plan shall include the treating health care provider's instructions concerning the student's diabetes management during the school day, including a copy of the signed prescription and the methods of insulin administration.
- The services and accommodations specified in the diabetes care plan shall be reasonable, reflect the current standard of diabetes care, include appropriate safeguards to ensure that syringes and lancets are properly disposed of, and include requirements for diet, glucose testing, insulin administration, and treatment for hypoglycemia, hyperglycemia, and emergencies.
- A diabetes care plan shall include a uniform record of glucometer readings and insulin administered by the school nurse or delegated care aide during the school day using a standardized format provided by the State Board of Education.
- A diabetes care plan shall include procedures for when a delegated care aide shall consult with the parent or legal guardian, the school nurse, where available, or a health care provider to confirm that an insulin dosage is appropriate.

A diabetes care plan shall be submitted to the local Catholic School at the beginning of the school year, upon enrollment, immediately after a student's diagnosis, or when a student's care needs change during the school year. Parents shall promptly notify the local Catholic School of any changes to the diabetes care plan and to their emergency contact numbers. 105 ILCS 145 states (a) A school or a school employee is not liable for civil or other damages as a result of conduct, other than willful or wanton misconduct, related to the care of a student with diabetes. (b) A school employee shall not be subject to any disciplinary proceeding resulting from an action taken in compliance with this Act, unless the action constitutes willful or wanton misconduct.

### **Missing Person and His/Her School Record - 1430**

Each school shall follow the provisions of Section 5(a) of the Missing Children Records Act, 325 ILCS 50/5, which requires each school to have a system in place that flags records requests for any current or former student reported as a missing person by the Illinois State police.

The procedure is as follows:

*Upon notification by the Illinois State Police of a person's disappearance, a school in which the person is currently or was previously enrolled shall flag the record of that person in such a manner that whenever a copy of or information regarding the record is requested, the school shall be alerted to the fact that the record is that of a missing person. The school shall immediately report to the Illinois State Police any request regarding flagged records or knowledge of the whereabouts of any missing person. Upon notification by the Illinois State Police that the missing person has been recovered, the school shall remove the flag from the person's record.*

### **Reporting Drug Violations to Authorities - 1440**

Each school shall follow the provisions of the School Reporting of Drug Violations Act, 105 ILCS 127, which provides that the superintendent of the school or his or her designee shall report all instances of "drug violations" to local law enforcement officials or to the office of the county sheriff of the municipality or county where the school is located.

- a. A "drug violation" is when any of the following occurs on school property, on a public way within 1,000 feet of a school, or on any property owned, leased, or contracted by a school to transport students to or from school or to or from a school-related activity:

A person knowingly manufactures, delivers, or possesses with intent to deliver, or manufacture, cannabis in a school, in violation of the Cannabis Control Act, 720 ILCS 550, Section 5.2; or

A person delivers a controlled, counterfeit or look-alike substance to a person under 18 years of age, in violation of the Illinois Controlled Substances Act, 720 ILCS 570, Sections 401(b) and or 407; or

A person knowingly possesses, procures, transports, stores, or delivers any methamphetamine precursor or substance containing any methamphetamine precursor in standard dosage form with the intent that it be used to manufacture methamphetamine or a substance containing methamphetamine, in violation of the Methamphetamine Control and Community Protection Act, 720 ILCS 646 et seq.

b. Reporting. Upon receiving any report from any school personnel regarding a verified incident involving drugs in a school or on school owned or leased property, the superintendent or his or her designee shall report such drug-related incident occurring in a school or school property to the local law enforcement authorities immediately and to the Illinois State Police. Reports to the Illinois State Police can be made through the School Incident Reporting System (“SIRS”), a web-based application used by schools to report incidents electronically. Note that reporting through SIRS does not satisfy the requirement to report the incident to local law enforcement authorities as well. 105 ILCS 5/10-27.1B

## **Reporting Firearms on School Property to Authorities - 1450**

Upon receiving any report from any school personnel regarding a verified incident involving a firearm in a school or on school owned or leased property, the superintendent or his or her designee shall report such firearm-related incident occurring in a school or on school property to the local law enforcement authorities no later than 24 hours after the occurrence of the incident and to the Illinois State Police. Reports to the Illinois State Police can be made through the School Incident Reporting System (“SIRS”), a web-based application used by schools to report incidents electronically. Note that reporting through SIRS does not satisfy the requirement to report the incident to local law enforcement authorities as well. 105 ILCS 5/27.1A, 5/34-8.05

## **Reporting Attacks on School Personnel to Authorities - 1460**

Upon receiving a written complaint from any school personnel, the superintendent or his or her designee shall report an incident of battery committed against a teacher, teacher personnel, administrative personnel or educational support personnel to the local law enforcement authorities immediately after the occurrence of the attack and to the Illinois State Police’s Illinois Uniform Crime Reporting Program no later than 3 days after the occurrence of the attack. Note that reporting through the Uniform Crime Reporting Program does not satisfy the requirement to report the incident to local law enforcement authorities as well 105 ILCS 5/10-21.7

## **Workplace Violence - 4040**

To ensure the well-being of all employees, vendors, and visitors, it is the policy of the school to expressly prohibit any acts or threats of violence by a school employee or former employee against any other employee, former employee, vendor, or visitor in or about any School facilities or elsewhere at any time.

The school will also not condone any acts or threats of violence against School employees, vendors, or visitors on any School premises at any time, or while they are engaged in business with or on behalf of the school, on or off School premises.

In keeping with the spirit and intent of this policy, and to ensure that the school objectives in this regard are attained, it is the commitment of the school:

- To provide a safe and healthful work environment.
- To take prompt remedial action up to and including immediate termination, against any employee who engages in any threatening or intimidating behavior or acts of violence or who uses any obscene, abusive, or threatening gestures or language, including e-mail, graffiti, etc.
- To take appropriate action when dealing with employees, former employees, vendors, or visitors to the school facilities who engage in such behavior. Such action may include notifying the police

- or other law enforcement personnel and prosecuting violators of this policy to the maximum extent of the law.
- To prohibit employees, former employees, vendors and visitors from bringing unauthorized firearms or other weapons onto School premises.

Any employee who displays a tendency to engage in violent, abusive, or threatening behavior, or who otherwise engages in behavior that the school, in its sole discretion, deems offensive, threatening, dangerous, or inappropriate, will be subject to disciplinary action, up to and including termination.

DUTY TO WARN: In furtherance of this policy, employees have a “duty to warn” their Principals, Pastors, or the Diocesan Director of Human Resources of any suspicious workplace activity or situations or incidents that they observe or that they are aware of that involve other employees, former employees, customers, or visitors and that appear problematic. This includes, for example, threats or acts of violence, aggressive behavior, offensive acts, threatening or offensive comments or remarks, and the like. Employee reports made pursuant to this policy will be held in confidence to the extent possible. The School will not condone or tolerate any form of retaliation against any employee for making a good faith report under this policy.

## **Non-Discrimination - 5110**

Schools operated under the auspices of the Diocese of Joliet admit students of any race, color, sex, national and ethnic origin to all the rights, privileges, programs and activities generally available to students at the schools. The names of the elementary and secondary schools can be found in the OFFICIAL CATHOLIC DIRECTORY, published annually.

Reference: *The Illinois School Code*, 105 ILCS, 5/27-23.7

## **PARENT PARTNERSHIP AGREEMENT**

As stated in our mission statement, we believe that the faculty, staff, and parents form a unique partnership in carrying out this mission of teaching the message of Jesus to our students. The school-home partnership is essential to the academic and spiritual growth of each of our students. We ask that you as parents and primary educators pledge to offer encouragement, positive reinforcement and parental involvement to your child. As a member of the St. Pius X Parish School community, parents and/or guardians are required to sign this Parent Partnership Agreement below, affirming the following:

1. Catholic families will attend Sunday Mass weekly, as well as Holy Days of Obligation, and be active in our faith as an example to our children.
2. We will ensure our children fulfill their service requirements and also be an example to them by our involvement in church and community events.
3. We will stay apprised of school events by regularly visiting FACTS and reading the weekly Green Knight.
4. We will attend school Curriculum Nights, Parent-Teacher conferences, and Sacramental meetings.
5. We will provide the school with all medical, dental, psychological and other pertinent information teachers need to know to understand the capabilities and limitations of our child.
6. We will provide a balance between academic and extracurricular activities to ensure our children have ample opportunity to complete assignments and get the sufficient rest necessary to perform to their capabilities in school.
7. We agree to support St. Pius X Parish School through prayer, positive relationships, and the giving of our time, talent, and treasure, and will pay our tuition in accordance with timelines established by the school.
8. We will do our best to plan medical appointments and family vacations around the school calendar.
9. We will be supportive of the school, teachers, and principal in front of our children and parish community.
10. We understand that the school will foster responsibility and an inclusive mindset with your child.
11. We will monitor the media influences on our children's lives. This includes awareness of reading materials, television, video games, movies, internet and music.
12. We accept the school's discipline code, and view it as a growth instrument for our children and being in their best long term interests by teaching them to accept responsibility for their actions with peers, professional staff, and volunteers.
13. We will acknowledge the School Board's efforts to minimize tuition increases by supporting school fundraisers to the best of our ability.
14. We will contact the teachers to schedule a conference as soon as we feel a problem exists. We will withhold judgment until speaking with the teacher whom we will always contact first before reaching out to the principal.
15. We will read the Parent - Student Handbook, accept the regulations and policies written therein, and agree to discuss appropriate areas with our children.

Signature of each parent/guardian:

Family Name: (Please print): \_\_\_\_\_

Date: \_\_\_\_\_

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## **DIOCESE OF JOLIET CATHOLIC SCHOOLS ACCEPTABLE USE ACKNOWLEDGEMENT**

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The Schools within the Diocese of Joliet believe that all students should have access to technology when they act in a responsible, efficient, courteous and legal manner. Internet access and other network services available to students and teachers offer a multitude of global resources. Our goal in providing these services is to enhance the educational development of all our students.

Acceptable and ethical uses of technology are devoted to activities that support teaching and learning. The following is an agreement for the use of technology at St. Pius X Parish School.

This agreement is an abbreviated version of the Diocese of Joliet's Student Agreement for Internet Access and Related Technology Use ("Student Agreement"). By signing below, the student, parent/guardian acknowledges receipt of and agrees to be bound by the Acceptable Use Agreement.

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Using the computer and the school network correctly and responsibly is very important. I will follow these rules:

1. I will use the computer carefully and listen to the directions of my teacher.
2. I will only work on the programs and web pages that my teachers tell me to use.
3. I will ask for help if I do not know what to do or which key to press.
4. I will tell my teacher if I read or see something on the computer that makes me afraid or uncomfortable.
5. I will not use the computer to be hurtful to others.
6. I will not give any information about my family, other students or myself to anyone on the Internet.
7. I will print only when my teacher tells me to.
8. I will only access my file or my own folder in the documents or on the student server.
9. I understand that if I break or do not follow one of the rules, I may not be able to use the computer and may be otherwise disciplined.

I will sign my name to show that I will follow these rules.

Student Name (Print) \_\_\_\_\_

I have read and agree to this Acceptable Use Acknowledgement and the Diocese of Joliet's Student Agreement for Internet Access and Related Technology Use and we have discussed them with my child:

Parent/Guardian Name (Print): \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_