



# **PARENT / STUDENT HANDBOOK 2021-2022**

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*St. Pius V Catholic School is accredited by the  
Western Catholic Educational Association  
and co-accredited by the  
Western Association of Schools and Colleges.*



### **Right to Amend**

The administration of St. Pius V Catholic School reserves the right at any time to interpret and/or amend the policies herein. Throughout this handbook, wherever the term “parent” is used, it refers to the parent or other lawful guardian of the student.

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# **School Mission and Philosophy Statements**

## **Mission Statement**

We, the St. Pius V Catholic School clergy, administration, faculty, and staff, join with parents in building God's kingdom through the intellectual and spiritual education of our students, Transitional Kindergarten through eighth grade, as we prepare them for today and for the future. As a school community, we are guided by our faith in Christ, sustained by our hope for the coming of His kingdom, and empowered by our love for each other and for God.

## **School Philosophy**

St. Pius V Catholic School is a community dedicated to the spiritual, intellectual, moral, aesthetic, physical, and social education of each student. In partnership with parents, the primary educators of their students, we encourage intelligent choices, responsible actions, and active participation in the Catholic Faith.

We believe:

- ✦ Each student is a unique creation of God.
- ✦ In the Catholic Church and Her teachings.
- ✦ That parents' active participation is essential to school community growth.
- ✦ The school is an integral part of parish and community life.
- ✦ In developing social justice.
- ✦ In tolerance and acceptance within our diverse community.
- ✦ In building and promoting self-esteem.
- ✦ In preparing our students to respond to the multiple challenges of the future.

The priests, administration, faculty, and staff will strive to guide the child to a life of Christian Service. The life of Christian Service that we model encompasses academic skill, moral virtue, and social responsibility. Our primary goal is to proclaim the kingdom of God and, through our actions, reveal the message of Christ to the community.

## **Mission Statement for Inclusive Education**

Our mission for St. Pius V Catholic School's Inclusion Program is to recognize that every student is a child of God and is deserving of an opportunity for the best Catholic education possible. We recognize that Christ is the foundation for our school community. We will accept any child for whom an appropriate program can be designed and implemented following prescribed enrollment procedures. Opportunities to help all students reach their maximum abilities are through the support of clergy, administration, faculty, and parents. Our primary purpose is to assist students, each with a unique learning style and varying exceptionalities, to grow into the fullness of life in Jesus, to be members of the community of believers and to teach the redeeming message of God's love.

## Schoolwide Learning Expectations

Students at St. Pius V Catholic School are:

### **Builders of the Kingdom of God who:**

- ✦ Demonstrate respect for God and others through their words and actions.
- ✦ Express an understanding of their Catholic faith.
- ✦ Pray daily and know the basic prayers.
- ✦ Practice their roles as disciples of Jesus through service.
- ✦ Actively participate in the Mass and other prayerful celebrations.

### **Responsible, active learners who:**

- ✦ Demonstrate goal-setting, organization, responsibility, and effort.
- ✦ Apply skills and concepts of the curriculum to the best of their ability.
- ✦ Communicate effectively through listening, critical thinking, writing, and speaking.
- ✦ Use technology in a collaborative, responsible, capable, and ethical way.
- ✦ Develop and use their talents by participating in a variety of art forms.

### **Respectful individuals who:**

- ✦ Demonstrate self-discipline, respect for authority, and responsibility for their actions.
- ✦ Treat others with kindness and recognize that Christ is in each of us.
- ✦ Actively care for the environment.
- ✦ Discuss current events and social issues, and how they affect people's lives.

### **Healthy people who:**

- ✦ Demonstrate self-confidence through a positive attitude and active participation.
- ✦ Identify and make good choices regarding diet, hygiene, and physical activity.
- ✦ Express their emotions appropriately.

## **The Pivotal Role of Parents in Partnership with the School**

“Parents have the first responsibility for the education of their children,” (The Catechism of the Catholic Church, n. 2223), especially in the areas of faith and morals. St. Pius V parents are the first to model the teachings of Christ and His Church to their children. Parents choose to send their children to St. Pius V Catholic School because they welcome a mutually supportive Catholic environment to educate their children in academic subjects, religious instruction and formation, and moral values. School staff and parents enter into a partnership with each other to ensure the unity of purpose between home and school that is essential to the healthy development of children.

In order to maintain this partnership, we ask parents to:

- Allow children to witness their parents' personal relationship with God, the Church community, and others. This will affect the way children learn to develop these relationships. Ideals taught in school will not become well rooted in a child unless they are nurtured by the example of good Catholic Christian morality and an honest personal relationship with God in his/her own home and family life.

- Set rules, time, and limits so that each child:
  - goes to bed early on school nights.
  - arrives to school on time.
  - is dressed according to the school dress code.
  - completes assignments on time.
  - has ordered hot lunch or brings a sack lunch every day.
- Actively participate in school and parish activities.
- See that the student pays for damages to school books or property due to carelessness or neglect on the part of the student.
- Notify the school office of any change of address or important phone numbers and to keep all emergency information updated at all times. *Please note:* Once initial registration on FACTS is completed, all subsequent updates may be entered by the respective parent and, once verified, will be finalized by school staff. The school office is automatically notified once a change has been submitted by a parent.
- Notify school when the student has been absent or tardy. This may be done by phone, email, or app.
- Meet all financial obligations to the school and parish.
- Inform the school of any special situation regarding the student's well-being, safety, and health.
- Inform the administration of any custodial issues that may affect the student's well-being. If a court order is involved, a copy must be provided for the school.
- Complete and return to school any requested information promptly.
- Read school notes, newsletters, email, and any other communication from the school.
- Support the religious and educational goals of the school.
- Support, cooperate, and abide by the Code of Conduct at St. Pius V Catholic School.
- Monitor the items that the student brings to school, including all items in the student's backpack, and ensure that inappropriate items, including potentially dangerous or expensive items, are not brought to school. St. Pius V Catholic School is not responsible for the loss of any items that students bring to school.
- Treat teachers and staff with respect and courtesy at all times.

It is essential that each student take responsibility for grades he/she has earned and be accountable for homework, long-term assignments, major tests, service projects, and any other assignments. This responsibility also extends to times of absence.

## **Maintaining Effective Lines of Communication**

It is through effective communication between the home and school that students receive a well-rounded education. The faculty and administration are open to receiving suggestions and constructive recommendations from parents. Questions and concerns can be most satisfactorily addressed if they are handled through the proper channels.

The teacher and parent are to be in direct communication regarding student performance, the classroom program, and other duties specifically pertinent to classroom instruction. In matters that cannot be resolved, the principal will be consulted and may intervene.

## **Accreditation**

St. Pius V Catholic School is fully accredited by the Western Catholic Education Association and the Western Association of Schools and Colleges. The school has always received the highest term and level of accreditation possible, most recently a new term of six full years starting in 2019.

## **General Policies**

### **Fingerprinting**

All school parents or adult volunteers who interact with students in any school sponsored activity must be fingerprinted through an approved Diocesan site prior to interacting with students. There is no exception to this safety rule. The prospective volunteer is required to submit a fingerprint request form to the school office and bring the school's completed forms to an approved location.

### **Safe Environment**

In addition to fingerprinting, each adult must have completed Safe Environment Training. This safety program is offered online at <https://orange.cmgconnect.org>. A certificate of completion is issued at the end of the training. A copy of the certificate must be brought to the school office as proof of training.

*The Diocese of Orange mandates these two requirements.*

### **Child Abuse Reporting Obligations**

In accordance with Diocesan policy and California law, school staff members are obligated, under penalty of fine and jail term, to report the reasonable suspicion of physical abuse, emotional abuse, emotional deprivation, physical neglect, inadequate supervision, or sexual abuse and exploitation. In this very serious and legally narrow area, the school will not contact parents in advance of making a report to legal authorities. The clear intent of the law, based on the seriousness of the crimes listed above, is to mandate that a report of reasonable suspicion of abuse be made. School staff members will make such reports in the best interests of the affected child and do not, once reasonable suspicion is established, have any legal alternative except to make the report to the proper authorities for their investigation and review.

## Cell Phones

Cell phones are a ubiquitous feature in today's society. However, the possession and use of cell phones may also prove disruptive to the school and classroom environment. Students in grades 5-8 may bring cell phones to school or to an after-school activity **under the following conditions:**

1. **Phones must be kept in the OFF position while on campus.** This includes during daycare and at school activities and athletic games, unless a parent is accompanying the student.
2. Cell phones will be collected by the classroom teacher each morning and locked in a cabinet for security. They will be given back to students at the end of the day. If the student is going to daycare, the phone will be given to the daycare staff for safe keeping and returned when the student is signed out of daycare.
3. Students will not contact parents via cell phone during the school day. Any and all parental contact will take place from school phones in the office. Parents may not contact students via cell phone during the school day, including during daycare.
4. Those who violate any of the rules regarding cell phones may forfeit their privileges of bringing cell phones to school, in addition to consequences for violation.
5. Misuse of a cell phone may result in confiscation of the phone by the school. Parents must pick up the phone in the school office.
6. Students in grades TK-4 may not bring cell phones to school, unless expressly given permission by the classroom teacher and principal. In those cases, all rules stated above are to be followed.
7. St. Pius V Catholic School assumes no liability for the loss or damage to cell phones.

## Closed Campus

For the protection of our students, St. Pius V is a closed campus. Anyone entering the campus between the hours of 8:00 a.m. to 3:00 p.m. must first report to the school office, identifying their purpose for being on campus, and receive a "Visitor" sticker to be very clearly displayed for the duration of the visit. Violators will be asked to leave immediately.

## No Pets on Campus

Because of potential allergies and fear of animals, no animals will be allowed on campus unless specifically cleared for that day with the principal.

## Lost and Found

The staff at St. Pius V makes every attempt to return lost items to the proper owner. However, this is only possible if items are permanently labeled with the student's name. This is especially true for items of clothing, personal books, CHROMEBOOKS, backpacks, and lunch bags. There is a Lost and Found bin in the health room.

St. Pius V Catholic School is not responsible for lost or stolen articles. Parents are asked to ensure that students do not bring excessive amounts of money or expensive items (especially technology related items) to school.

## Lockers

Students in junior high (grades 6-8) may be invited to use classroom lockers for storage. **No rights or expectations of privacy or security are granted to students using lockers.** Lockers are the

sole property of St. Pius V Catholic Church and School and are provided to students for additional storage of school supplies only. Lockers may be opened and searched at any time by the classroom teacher and/or administration.

### **Items brought on Campus**

It is the responsibility of parents to ensure that only school-appropriate items are brought on campus. St. Pius V Catholic School assumes no responsibility for the loss or damage of items brought to school.

## **Admission and Enrollment Policies**

### **Admission**

Acceptance to St. Pius V Catholic School is based upon the following:

1. Approval of the principal is required for all admissions. A copy of a valid birth certificate and baptismal certificate (if applicable) must be provided prior to admission. All required immunizations must be current.
2. Recent (1-2 years) standardized test scores and Student Learning Assessments (report cards) must be presented at registration for students entering grades 1 - 8.
3. Transfer students may be required to take an entrance assessment and/or interview.
4. Parents must agree to actively support the spiritual and academic standards of the school.
5. Transitional Kindergarten students must attain the age of four years by September 1st of the respective school year.
6. Kindergarten students must attain the age of five years by September 1st of the respective school year.
7. The school reserves the right to contact previous schools in regards to a student's overall performance.
8. Students will be registered using legal first and last name, as stated on the birth certificate or other appropriate legal document.

### **Non-Discriminatory Policy as to Students and Personnel**

St. Pius V Catholic School, in the Diocese of Orange, mindful of its mission to be witness to the love of Christ for all, admits students of any race, color, and national origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school.

St. Pius V Catholic School in the Diocese of Orange does not discriminate on the basis of race, handicap, color, and national origin in administration of educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

Likewise, St. Pius V Catholic School in the Diocese of Orange does not discriminate against any applicant for employment on the basis of sex, handicap, race, color and national origin.

### **Catholic Identity and Stewardship**

As a Catholic school, St. Pius V emphasizes, first and foremost, our Catholic identity. All students will receive Roman Catholic instruction and faith formation and are expected to participate in the

religious activities of the school. All students are required to attend religious celebrations and events held during school hours.

Families that profess to be Catholic are called to be good stewards of our parish and school, sharing time, talent and treasure for the betterment of others, and to model this for their children. Parents are expected to pray daily with their children and to attend Sunday Mass. There is no greater opportunity for parent-directed religious education than presence at Mass. Parents are encouraged to model the sharing of talents through participation in liturgical and parish ministries. Parents who would like additional resources to support them in their own child(ren)'s faith formation are invited to contact the school and/or church office for information.

## **Student Cumulative Records**

The following items are maintained as part of the student record:

- Personal statistics of students and parents
- Health Record
- Immunization
- Physical Examination
- Attendance
- Academic achievement
- Student Learning Assessments (SLAs)
- Standardized test scores
- Psychological testing (with parent consent of a specific student)
- Special academic testing (with parent consent of a specific student)
- Sacramental Information—a copy of the Catholic Baptismal certificate or a copy of a profession of Catholic Faith must be on file before First Communion

## **Family Rights - Student Cumulative Records**

The Family Education Rights and Privacy Act of 1974 (FERPA) states that the parent (custodial and non-custodial) or legal guardian has the right to inspect and review any and all official records, files, and data directly related to his/her child. Any parent who wishes to view his/her child's record is asked to contact the school office and make an appointment with the principal. Non-custodial parents are granted the same right unless a court order has indicated otherwise. These records are available for parental perusal at the school, only, and may not be removed from the school office.

## **Transfer of Records**

The transfer of a student's records will be processed upon receipt of a formal written request from the receiving school's office. The written request, along with the transfer record card, will be kept on file in the school office. Eighth graders' records are sent to the high school each student is attending. Please do not call the school office or come in for records.

## **Legal Decrees/Court Orders**

The administration of St. Pius V Catholic School does not have the legal authority to prohibit or restrict the natural parents from access to a student's records or physical contact with that student in relationship to a custody case *unless legal papers are on file with the school office*. The

administration and staff can only carry out the instructions specified in the final custody papers, divorce decree, court order, or restraining order. If there are conditions that prohibit either parent from physical custody of the student, it is the responsibility of the parent who has legal custody to provide the school with the proper papers. Parents are asked to provide a calendar of parental custodial days if that schedule impacts the student's school day, including drop-off or pick-up from school or Extended Daycare. A copy of this calendar will be kept in the office, with additional copies going to the classroom teacher and the daycare director.

## **Publication Release**

During the course of the school year, pictures and videotapes of a child may be taken and included in different public and/or promotional materials for the school. A student's first name and last name initial may be used. The school will not use a student's full name. If a parent does NOT want their child(ren)'s image and likeness to be used in these materials, the parent must submit this notification in writing to the school office and classroom teacher.

## **Immunization Requirements**

California School Immunization Law requires that children be up to date on their immunizations (shots) to attend school. Diseases like measles spread quickly, so children need to be protected before they enter. All California schools are required to check immunization records for all new student admissions at Transitional Kindergarten through 12<sup>th</sup> grade, and all students advancing to 7<sup>th</sup> grade, before entry. (Health and Safety Code, Division 105, Part 2, Chapter 1, Sections 120325-120380; California Code of Regulations, Title 17, Division 1, Chapter 4, Subchapter 8, Sections 6000-6075)

## **Immunizations Needed for Admission**

Every child must have an Immunization Record on file in the office and must show the date that each required immunization was administered. Below are the immunizations required for admission:

### Required for TK – 8<sup>th</sup> grade

- Diphtheria, Tetanus, and Pertussis (DTaP, DTP, or DT) — 5 doses  
(4 doses OK if one was given on or after 4th birthday)
- Polio (OPV or IPV) — 4 doses  
(3 doses OK if one was given on or after 4th birthday)
- Hepatitis B — 3 doses
- Measles, Mumps, and Rubella (MMR) — 2 doses  
(Both given on or after 1st birthday)
- Varicella (Chickenpox) — 1 dose

### Required for 7<sup>th</sup> Grade

- Tetanus, Diphtheria, and Pertussis (Tdap) — 1 dose  
(or DTP/DTaP given on or after the 7<sup>th</sup> birthday)

## **TB Test Requirements**

Students who have never attended a Diocese of Orange school must present written evidence of a (PPD) skin test. The test must have been performed within one year prior to the first day of school. A chest xray instead of a skin test is not acceptable unless the doctor medically waives the skin test. Students in grades 2 - 8, who have previously attended an Orange County school, are exempt from this requirement.

## **Exceptions to Immunizations**

A parent may submit to the school, at registration or within 10 days of entry, a written statement by a licensed physician (MD or DO) exempting a student from immunization (medical exemption). In order to obtain a valid medical exemption, Senate Bill 277 requires a written statement by a licensed physician that states:

1. The physical condition or medical circumstances relating to the student are such that immunization is not considered safe.
2. The specific nature of the medical condition.
3. The probable duration of the medical condition.
4. Circumstances, including, but not limited to, family medical history, for which the physician does not recommend immunization.
5. That the student shall be exempt from the vaccines indicated by the physician's statement.

## **Personal Beliefs Exemptions**

Under Senate Bill 277, beginning January 1, 2016, immunization exceptions based on personal beliefs will no longer be available for the vaccines that are currently required for school admission. This state law applies to all public, private, and parochial schools.

Personal Belief Exemptions (PBE) on file with the school before January 1, 2016 for a student already enrolled in school will remain in effect until the student reaches the next immunization check point at Kindergarten (including Transitional Kindergarten) or 7<sup>th</sup> grade. The school must have received any Personal Belief Exemption prior to January 1, 2016 in order to be valid.

**NOTE:** If there is good cause to believe that a student has been exposed to a communicable disease and the student's documentation of immunization does not show proof of immunization against that disease, the student may be temporarily excluded from the school until the local health officer is satisfied that the student is no longer at risk of developing or transmitting the disease.

## **Withdrawal Policies**

Families must notify the school in writing if a student is withdrawn from the school. All fees must be current upon withdrawal. Withdrawing families may be asked to complete an exit interview/survey.

## Financial Information

### Annual Registration

A **\$525.00 non-refundable registration fee** reserves a space for your child for the coming year and covers diocesan and testing fees, supplemental curriculum fees (including software and website licensing), classroom textbooks and subscriptions, yard duty, earthquake supplies and student insurance.

Registration fees do not cover Chromebook purchase.

### Tuition

Tuition must be paid for all students who attend St. Pius V Catholic School according to the guidelines stated in this section. Tuition is paid over a ten-month, eleven-month, or twelve-month period each school year and is assessed as follows:

	<b>Annual Tuition Rate</b>	<b>12 Month Plan</b>	<b>10 Month Plan</b>	<b>Pay in Full</b>
<b>ONE CHILD</b>	<b>\$ 6,100</b>	<b>\$ 508.34</b>	<b>\$ 610.00</b>	<b>\$ 6,100</b>
<b>TWO CHILDREN</b>	<b>\$ 10,820</b>	<b>\$ 901.67</b>	<b>\$ 1,082.00</b>	<b>\$ 10,820</b>
<b>THREE CHILDREN</b>	<b>\$ 15, 540</b>	<b>\$ 1,295.00</b>	<b>\$ 1,554.00</b>	<b>\$ 15, 540</b>
<b>FACTS Information</b>	\$50.00 yearly FACTS fee applies to payment arrangements	July through June using FACTS Tuition	Sept. through June using FACTS Tuition	FACTS Fee is waived for this plan option

- Pay tuition up front for the entire school year and receive a waiver from the Service Hours Requirement. Tuition must be paid no later than August 6, 2021. **\*\*Ineligible for waiver if receiving tuition assistance\*\***

FACTS financial aid application available online: [online.factsmgt.com/aid](https://online.factsmgt.com/aid)

#### **Additional Obligations and Fees:**

- Chromebook, Chromebook cover, and earphones/buds (2nd – 8th grades)
- \$400 fund raising through various options
- 30 Service Hours (or \$450 buy-out)
- School uniforms (regular and formal uniforms) purchased through Vicki Marsha ([vickimarsha.com](http://vickimarsha.com))
- Lunch – either brought from home or may be purchased through [choicelunch.com](http://choicelunch.com)
- Classroom fees and student supplies as listed on [teacherslist.com](http://teacherslist.com)

Additional fees will be charged for First Eucharist, Sixth Grade Science School, and Graduation. Such fees will be determined at a later date.

## Tuition Policy

As with all Diocese of Orange schools, St. Pius V contracts with the FACTS Management Company to manage the tuition collection program. FACTS provides several tuition payment options:

- a. **Full Payment:** The entire amount of tuition and fees is paid on or before August 6th. Families choosing this option do not pay any FACTS processing fees and receive a waiver from the Service Hours requirement.
  - b. **Two Payments:** Half of the annual tuition amount is paid August 20th and half is paid February 20th. Families choosing this option are charged a \$10 FACTS processing fee.
  - c. **Monthly Payments:** Tuition is paid over a 10 or 12-month period on either the 5th or the 20th of each month. Families choosing this option are charged a \$43 FACTS processing fee.
  - d. **Payment Methods:** FACTS offers two different ways to pay for tuition:
    - i. Electronic Debit: Authorized by parents from their checking or savings account. It is important to note that FACTS Management Company and St. Pius V Catholic School never see your bank account or have any direct access to it. State and federal laws strictly control the automatic payment process, and it is completely confidential.
    - ii. Credit Card: Payments using Visa, American Express, MasterCard, or Discover. FACTS charges a convenience fee to the cardholder.
2. Delinquent tuition may result in a child/children not being allowed to attend class at St. Pius V Catholic School until tuition is current.
  3. The FACTS ParentsWeb portal/interface may be blocked for a family that falls behind in tuition payments or other school fees. This will result in parents being unable to access their child(ren)'s records online.
  4. Fundraising Obligations:

Due to the pandemic, some of the traditional annual fund raisers may have to be modified (e.g. Jog-A-Thon – although we will make every effort to be able to offer this opportunity.) St. Pius will, however, provide sufficient opportunities for families to meet this obligation, including on-line option(s), such as the Read-A-Thon.
  5. Volunteer Hours are a pledge from each family to perform 30 hours of service to our school and/or parish community or pay \$450.00 per year. Parents are asked to submit their Service Hour Verification form to the school office on a monthly basis OR to enter their completed service hours on FACTS ParentsWeb. This will ensure that hours are posted promptly and correctly.
  6. All tuition and other financial obligations must be paid in full to guarantee registration for the following school year and for Student Learning Assessments to be issued. All accounts must be paid in full upon leaving St. Pius V Catholic School.

## **Tuition Assistance**

Thanks to the generosity of our private donors and Catholic organizations, especially the Orange Catholic Foundation, need-based tuition assistance is offered to students of St. Pius V Catholic School. Families that believe they are eligible for assistance are invited to complete an online FACTS Grant and Aid Application.

## **SPV Volunteer Hours**

Each family is required to perform 30 hours of service to our parish and/or school community or to pay \$450.00. Service hours are non-transferable (i.e., they cannot be credited to another family). All volunteers who will work in contact with students need to be fingerprinted through the Diocese of Orange and complete the Safe Environment Online Course. To remain in good standing as a volunteer, the online Safe Environment Course must be successfully completed once every three years.

It is the parent's responsibility to record their hours on the proper form or submit them on ParentsWeb and have the person in charge verify hours worked. Hours will not be accepted without this verification signature.

## **Academics**

### **Transitional Kindergarten**

Transitional Kindergarten (TK) uses developmentally appropriate formal and informal measures to assess student progress. Children's strengths and progress toward Kindergarten readiness are reported regularly. Students enrolling in TK must be 4 years of age on or before September 1 of the given school year.

### **Subject Area Grades: Kindergarten**

Achievement Code: The following marks are used to evaluate subject areas, responsible behavior, and work habits in Kindergarten:

- |                         |  |
|-------------------------|--|
| <b>O (Outstanding)</b>  | The student is successfully producing work that is consistent above grade level expectations.    |
| <b>S (Satisfactory)</b> | The student is successfully producing work that is consistent with grade level expectations.     |
| <b>N (Needs Growth)</b> | The student needs to demonstrate more growth towards the grade level expectations for this area. |

### **Academic and Physical Education Grades: Grades 1 – 8**

A	95-100	B-	80-82	D+	67-69
A-	90-94	C+	77-79	D	63-66
B+	87-89	C	73-76	D-	60-62
B	83-86	C-	70-72	F	50-59

- A The student produces markedly outstanding work, based on a consistently high level of knowledge, skills and understanding of grade level content expectations.
- B The student produces work that demonstrates a thorough mastery of the knowledge, skills and understanding of grade level content and expectations.
- C The student produces work that demonstrates satisfactory knowledge, skills and understanding of grade level content and expectations.
- D The student produces work that demonstrates limited knowledge, skills and understanding of grade level content and expectations.
- F The student produces work that demonstrates unsatisfactory knowledge, skills and understanding of grade level content and expectations.

### **Responsible Behavior and Academic Processing Skills: Grades 1 - 8:**

- A The grade of A (Excellent) is awarded to the student who meets all criteria as outlined on the Diocesan SLA.
- B The grade of B (Above Average) is awarded to the student who exhibits the required criteria with occasional infractions.
- C The grades C and C+ (Average) are awarded to the student who exhibits the required criteria with frequent infractions.
- C- The grade of C- or lower may lead to further consequences including “probationary” status.

### **FACTS ParentsWeb**

St. Pius V Catholic School utilizes FACTS ParentsWeb, a web-based student information system. ParentsWeb is intended to enhance the collaboration between teachers, parents, and students. The following guidelines apply to parent and student use of FACTS ParentsWeb:

1. Assignments are graded and posted to ParentsWeb in as timely a manner as possible. It is important that parents and students allow teachers a grace period from the time an assignment is collected until the grade for that assignment is posted.
2. Each class has, on average, at least one assignment for each week of the trimester, though the assignments may not actually occur on dates within each week of the trimester.
3. A student's final grade is the cumulative result of the entire trimester's coursework. Therefore, as assignments are added over the course of the trimester, a student's grade will change.
4. The parent interface of FACTS ParentsWeb<sup>®</sup> is only accessible to families who are current on all tuition and school fees. (This does NOT apply to FACTS Payment Plans.)
5. In order to be as up-to-date as possible, parents are encouraged to check ParentsWeb frequently. Please direct questions or concerns to the classroom teacher.

### **Homework Assignments**

The amount of time that parents should expect their children to spend reading or completing assignment homework is dependent on the grade of the student. At the beginning of the school year, teachers will provide homework guidelines to parents and students. These guidelines will also be discussed at Back-to-School Night.

Homework is assigned to supplement and consolidate work done in the classroom. We urge all parents to take an active interest in their child's homework. Recording and completing assignments are the responsibility of the student. Parents are asked to monitor homework nightly.

Homework may be requested for absent students by calling the school office before 10:00am on the day of the absence or by emailing the teacher. Homework may then be picked up from the school office at the end of the school day.

Work missed due to absence for any reason must be completed. This includes class work, homework and tests. For each day absent, the student will have the same number of days to make-up the work missed. Work or quizzes assigned prior to the absence will be expected to be completed by the original due date, unless arrangements are made with the teacher prior to the due date.

Students are expected to accomplish only what they can during the allotted time. **At no time, for any reason, are students expected to work on homework past 9:00pm (or their regularly scheduled bedtime).** If there is an issue with a student completing homework in the allotted time, please notify the teacher.

Time allotted for homework includes not only time for written work, but also for reading, studying, and reviewing notes. It is expected that students will read, study, and/or review notes as needed daily. Communication between parent and teacher regarding homework issues is imperative.

## **Weekly Folders**

Weekly folders are sent home with students every Thursday. For grades TK-5, the papers in the folders are intended to inform parents of the study and progress made by their student during the week. Folders may also contain notices and information from the school and parish. Folders must be signed and returned on Friday morning.

## **Progress Reports**

St. Pius V Catholic School encourages all parents to check FACTS ParentsWeb frequently to stay informed of their students' progress. Approximately five weeks prior to the end of each trimester, St. Pius V Catholic school will remind all parents to log into FACTS PARENTSWEB® to check their child's progress in all subject areas. This review will allow parents the opportunity to work with their student's teacher in order to address areas of need, and will serve as the notice of deficiency from St. Pius V Catholic School.

## **Student Learning Assessments (aka "report cards")**

Assessments are posted to each student's account, accessible through ParentsWeb, approximately one week after the completion of each trimester. If a student is absent 10 days per trimester, or a total of 30 days per school year, he or she may be denied credit in that class for the trimester or school year.

## **Honor Roll**

The Honor Roll is made up of students in grades 6, 7, and 8 who have shown outstanding achievement in core academic subjects (math, ELA, science, social studies, and religion). When the trimester is completed, an Honor Roll certificate is awarded to each qualifying student. The Honor Roll will be made up of those students who achieve the following:

**Principal's Honor:** GPA of 3.90 and above  
**Honor Roll:** GPA of 3.75 to 3.89

## **Academic Merit Roll**

The Academic Merit Roll is for students in grades 3, 4, and 5 who have shown outstanding achievement in core academic subjects (math, English/Language Arts, science, social studies, and religion). Students on the Academic Merit Roll have earned a GPA of 3.5 or better in all core academic areas.

## **Effort Award - Grades TK - 8**

The trimester Effort Award is given to a student, or students, who persevere in working through and solving problems, displays sustained effort, and demonstrates consistent performance reflecting the student's best ability.

## **Persistence Award - Grades TK - 8**

The trimester Persistence Award is given to a student, or students, who throughout the trimester has shown notable persistence toward meeting his/her academic performance goals. The student consistently shows a dedication or desire to improve.

## **Patriot Award**

The Patriot Award is given to students who notably exhibit attributes of one of the Schoolwide Learning Expectations during that trimester.

## **Academic Requirements for Sports/Extracurricular Participation**

Recognizing the primary importance of academic success for each student, St. Pius V Catholic School may not permit a student with less than a 2.00 GPA and/or less than a "C" in behavior to participate in extracurricular sports programs. Students who do not meet these requirements will not be allowed to try out. Students already accepted onto a team or activity whose grades drop below the minimum requirement may be benched until the minimum requirements are met.

## **Summer Tutoring**

At the end of the academic year, if a student has achieved a grade average of D+ or below in Language Arts or Math, or has missed a significant number of days due to unexcused absences, the student may be denied promotion to the next grade unless he or she completes summer tutoring as indicated below. Summer tutoring may be required at the discretion of the administration if a student's grades show declining academic performance.

Tutoring by credentialed teachers requires 20 hours or more per subject. Proof of successful completion of remedial studies must be provided to the School Office prior to completing the online enrollment for the new school year. Proof provided by the teacher must state the academic subject standards covered with the student.

### **Promotion/Retention**

The administration, faculty and staff strive for all students to be successful. In the event that a child does not have the cognitive and/or social maturity required for advancement to the next grade level, retention may be necessary. If the teacher and administration believe that a second year in the same grade level will benefit a child, the parent will be notified by the end of the second trimester. In some cases, the school may recommend retention. In this case, parents are strongly encouraged, but not required, to accept the school's recommendation.

### **Field Trips**

Field trips enhance the educational program by taking students to those resources in the community that cannot be brought into the classroom. The faculty of St. Pius V is encouraged to include field trips as a part of the instructional program, as long as they have clear educational and/or cultural value.

Parental permission is required for each and every field trip. Official parent permission forms will be sent home by the teacher and must be returned, completed and signed, by the parent prior to the day of the field trip. Parents may opt to submit the permission form via the school app. Permission via phone or fax is not acceptable.

Students who are participating in the field trip must ride the bus (or walk) to and from the field trip with their class. Attendance is taken at the start of the field trip. Students may not meet the class at the field trip location.

The standards of behavior for field trips are the same as school standards. Students will wear their uniform unless instructed by the teacher to wear formal free dress or casual free dress. This will depend on the nature/purpose of a particular field trip.

Students who do not go on field trips for reasons other than illness will be given an assignment pertaining to the subject matter to be covered during the study trip. Field trips are an important part of the curriculum; therefore, students not participating must attend school on that day and will be given an assignment of reasonable length. Assignments are due the day after the field trip. Students may attend only their grade's field trips.

### **Chaperones**

The teacher will determine the numbers of chaperones needed. Selection of chaperones is at the discretion of the teacher in charge. Consideration is given to all parents seeking to attend the trip; however, there is limited space for chaperones depending on the trip. All study trip chaperones must be fingerprinted and Safe Environment trained, with the certificate on file in the school office.

- Chaperones must ride on the bus with their assigned group of students.
- Parents who are not "official" chaperones may not drive their car to a field trip destination with the plan of accompanying the class on the study trip. The Diocese of Orange Risk

Management Insurance Company insures the “official” chaperones. Participation by unofficial chaperones jeopardizes the protection for our students and all other adults officially on the trip.

- Parents may not insist on chaperoning a field trip.
- Parent chaperones may not bring other children on the field trip.

## Codes of Conduct

### **Code of Christian Conduct Covering Students and Parents/Guardians**

(Diocesan Handbook Code 4300)

The students’ interest in receiving a quality, morally based education can be served if students, parents, and school officials work together. Normally, differences between these individuals can be resolved. In some rare instances, however, the school may find it necessary, at its discretion, to require parents/guardians to withdraw their child.

It shall be an expressed condition of enrollment that the students behave, both on and off campus, in a manner that is consistent with the Christian principles of the school, as determined by the school in its discretion. These principles include, but are not limited to, any policies, principles or procedures set forth in any student/parent handbook of the school.

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

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

- Parents are expected to work courteously and cooperatively with the school to assist the student in meeting the academic, moral and behavioral expectations of the school.
- Students and parents may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor driven, disruptive, threatening, hostile or divisive.

The school reserves the right to determine, in its discretion, which actions fall short of meeting the Christian principles of the school. Failure to follow these principles will usually result in a verbal or written warning to the students and/or parent and normally will first result in disciplinary action, short of a requirement to withdraw from the school (e.g. suspension of student or suspension of parent’s privilege to come on the campus grounds and/or participate in parish/school activities, volunteer work, etc.). Should verbal or written communication be considered slanderous or inappropriate in content, language, or Christian spirit, the administration reserves the right to take action in determining consequence of failure to comply with the Code of Conduct with parents and may result in family withdrawal from the school.

The school reserves the right to determine, in its discretion, when conduct is of such a severe nature as to warrant immediate action without a warning and/or without an intermediate step short of a withdrawal.

## **Discipline of Students**

Final decisions regarding conduct and discipline rest with the school administration. There are consequences for inappropriate behavior at St. Pius V Catholic School, and at school related activities on and off campus. These consequences may be administered in the form of:

1. Behavior contracts
2. Systematic exclusion from class or activities
3. In-School suspension
4. Suspension
5. Expulsion

## **Consequences for Violation of the Code of Conduct**

### **Systematic Exclusion**

This disciplinary action is taken when dealing with a student who is chronically guilty of misbehavior. Misbehavior that can result in this action includes, but is not limited to, disruption of the class, aggression, and destructiveness. For these offenses, the student's teacher will confer with the administration to invoke systematic exclusion. Systematic exclusion of a student means that the student will be removed from the classroom and sent to the school office each time that student misbehaves. In severe cases, the parent may be contacted and will be asked to come to the school office and remove the student from school. If the parent is not available, authorized people, listed in FACTS ParentsWeb as “authorized pick-ups”, may be contacted instead.

### **Suspension**

This disciplinary action is taken when dealing with a student who is chronically guilty of offenses against the code of conduct or is guilty of a serious offense against the code of conduct (at the discretion of the administration). Suspension may only be invoked by the school's administration. Repeated suspensions may lead to a student being permanently dismissed from St. Pius V Catholic School.

**Students who are suspended may be required to report to school and work with a substitute teacher who will be paid for by the suspended student's parents (\$120/day).** At their discretion, the administration may determine that an out of school suspension is necessary. Students who are suspended and required to stay out of school will not be allowed on campus during the time of their suspension for any reason, including sports.

Students are responsible for all classwork and homework assigned prior to and on the day of the suspension. Upon returning to class, students are expected to resume all class instruction and tests, and to have all work with them.

### **Reasons for Expulsion**

The following offenses committed by students while under the jurisdiction of the school may be grounds for expulsion/suspension:

1. Actions gravely detrimental to the moral or spiritual welfare of the school or parish community.
2. Continued willful disobedience or defiance of authority.
3. Possession, use, distribution, sale, or attempts to sell illicit or forbidden substances, such as narcotics, alcohol, etc. in any form.
4. Willful cutting, defacing or otherwise injuring in any way any property, real or personal belonging to the school or others.
5. Habitual truancy.
6. Possession or use of weapons or dangerous instruments of any kind on school grounds or at any school related/school-sponsored activity.
7. Assault or battery, or any threat of force or violence directed towards any school personnel or student or their property.
8. Theft.
9. Habitual use of profanity or obscenity - written or spoken.
10. Any activity, including any form of social media, on or off campus injurious to the good name and reputation of St. Pius V Catholic Church and School.
11. Any other actions which, in the professional judgment of the local administrator, are gravely detrimental to the moral or spiritual welfare or the physical safety of the school community

### **The State Education Code on Suspension and Expulsion**

EC 48903: Continued willful disobedience, habitual profanity or vulgarity, open and persistent defiance of the authority of the school personnel, or assault or battery upon a student, upon school premises or while under the authority of school personnel, or continued abuse of school personnel, assault or battery upon school personnel, or any threat of force or violence directed toward school personnel, at any time or place shall constitute good cause for suspension or expulsion from school....Smoking or having tobacco on school premises constitutes good cause for suspension of a pupil....

EC 48904: (School authorities may) suspend or expel a pupil who has on school premises or elsewhere used, sold, or been in the possession of narcotics or other hallucinogenic drugs or substances....

EC 48907: (School authorities may) suspend or expel pupils for misconduct when other means of correction fail to bring about proper conduct.... Any minor who willfully cuts, defaces or otherwise injures in any way property, real or personal belonging to a school is liable to suspension or expulsion, and the parent or guardian shall be liable for all damages so caused by the minor... California Administrative Code 301: Students are forbidden to use or possess intoxicating liquor while on the school grounds, or elsewhere when under the authority or direct supervision of school personnel, or when such conduct is otherwise related to school activity or school attendance.

### **Recommended Transfer Resulting from Parental Attitude**

Under normal circumstances, a child is not to be deprived of a Catholic education on grounds relating to the attitude of parents; nevertheless, it is recognized that a situation could arise in which the uncooperative or destructive attitude of parents might so diminish the effectiveness of the school in acting *in loco parentis* that the continuation of the child in the school might be morally impossible. The principal may ask a family to leave the school when one or both parents are overtly

uncooperative with school staff, disregard policies, regulations or programs, or interfere in matters of school administration or discipline to the detriment of the school's ability to serve their own, or other, children.

### **Abuse of School Personnel**

Any parent, guardian, or other person who insults or abuses any school personnel in the presence of other school personnel or students and at a place which is on school premises or public sidewalk, street, or other public ways adjacent to the school premises, or at some other place if the teacher is required to be at such other place in connection with the assigned school, will be asked to withdraw their student from St. Pius V Catholic school.

### **Student-to-Student Harassment**

St. Pius V Catholic School affirms the Christian dignity of every student. Harassment is unacceptable conduct that is severe, pervasive, and deliberate. Harassment occurs when an individual is subjected to treatment in a school environment which is hostile, offensive, or intimidating because of the individual's race, creed, color, national origin, physical or scholastic ability, or gender. Harassment of any student or adult by any other student or adult, seriously or in jest, is prohibited and will not be tolerated. It is the policy of St. Pius V Catholic School to provide a safe educational environment in which all students are treated with respect and dignity.

Harassment includes but is not limited to the following:

**Verbal Harassment:** Demeaning or threatening comments, statements, questions, slurs, jokes, drawings, or invitations.

**Written Harassment:** Demeaning, suggestive, or obscene letters, notes, drawings, or invitations. *This includes any form of digital communication.*

**Physical Harassment:** Unkind, aggressive, immoral, and/or unlawful physical touching, contact, or assault; deliberate impeding or blocking movements, or any intimidating interference with normal study or movement.

**Visual Harassment:** Leering, gestures, display or possession of sexually suggestive objects, pictures, cartoons, posters, or magazines.

This policy prohibits student-to-student harassment whenever it is related to school activity or attendance and occurs at any time including but not limited to any of the following:

- While on school grounds (before and after school as well as during the school day)
- While going to or coming from school
- During, going to, or coming from a school sponsored activity

Any student who engages in the harassment of another student is subject to disciplinary action, which may include, but is not limited to:

- Verbal warning or time out
- Disciplinary referral to the administration
- Suspension
- Expulsion

The administration reserves the right to require an offending student to transfer to another school immediately, depending upon the nature and extent of the incident. Students will not commit acts

that tend to injure, degrade, disgrace, or threaten the safety, privacy, and/or respect of other students, parents, teachers, or staff members.

**Note:** Should substantiated conduct outside the school environment, especially online, come to the attention of the school, this may also serve as grounds for discipline, as students of St. Pius V Catholic School are expected to demonstrate Catholic Christian behavior at all times. (See “Acceptable Use Policy”)

All members of the community are responsible for conducting themselves in a manner that contributes to a positive school environment. The administration and faculty will take seriously all threats to inflict serious harm to self or others, including practical jokes or offhand comments. St. Pius V School administration will respond to any statements or behaviors of a threatening nature that occur within the school environment, any weapons possession, and/or any behaviors by individuals that might pose a threat to the well-being of students, staff, or others. ***Anyone who becomes aware of a threatening situation should immediately report it to a school administrator.***

### **Acceptable Use Policy**

All members of the St. Pius V Catholic School community are expected to use technology and social media (including, but not limited to, email, instant messaging, internet, smartphone apps, telephone, voice mail, texting, Twitter, Instagram etc.) in a manner that corresponds to the Code of Conduct. Parents and students will be expected to sign and abide by the Acceptable Use Policy.

### **Care of School Property**

Students are encouraged to take pride in their school and to share the responsibility for keeping it attractive.

1. Accidents that result in damage or breakage are to be reported by students to their teacher on the day the accident occurs and as soon after the accident as possible.
2. School grounds are to be kept litter free.
3. Gum chewing is **not** allowed on campus.
4. Books, electronics, and school equipment should always be handled with care. School textbooks that are taken home are to be kept covered. If a student damages a book or other equipment, the parents must pay for the replacement. When covering books, do not attach adhesive tape directly to the book.
5. Chromebooks are to be handled responsibly. It is the student’s responsibility to keep their device charged.

### **Student/Parent/Teacher Conferences**

The teachers of St. Pius V Catholic School have dedicated themselves to the welfare of students and wish to establish a friendly and cooperative relationship with all parents. Problems related to studies, assignments, class discipline, and so forth should be discussed with the teacher. Please keep the following guidelines in mind.

- Conferences with teachers are by appointment. Please do not try to conference with a teacher at drop off or dismissal.
- Parents are asked to direct problems to the respective teacher before bringing any such matter to the attention of the principal.
- The administration is available by appointment.

## Dress Code

### **Uniforms**

Student appearance has an impact on attitude and behavior in school and is a sign of respect for the parish and school community, as well as for the students themselves. Parents have the primary responsibility for maintaining uniform regulations before arriving to school. Administration/faculty will be responsible for enforcing the uniform policy. It will be at the discretion of the administration to determine if a student is “out of uniform”.

*Uniforms must be neat, clean, pressed, in good condition, and properly fitted.* Whenever and wherever a student wears the St. Pius V uniform, he/she is a representative for our school and our parish. Students wearing torn uniform items will be asked to change into loaner uniform items for the day or may be asked to call home for replacement uniform attire. Uniforms are to be worn to and from school except when learners are participating in school approved events that include an alternate dress code or “free” dress.

All uniform items, including jackets, must be purchased from the school approved uniform company listed below:

Vicki Marsha Uniforms  
5292 Production Drive  
Huntington Beach, CA 92649  
1-213- 594-8181  
1-714 895-6371

[www.vickimarsha.com](http://www.vickimarsha.com)

Online School access code: #SPV5313

*Please put your child's name on clothing and personal items  
with a permanent marker.*

### **Enforcement of the Uniform Code**

St. Pius V Catholic School expects full cooperation from parents in enforcing its uniform code. If an unusual circumstance arises and the uniform code cannot be satisfied, parents are asked to send a note of explanation or send an email to the appropriate teacher. If a violation of the uniform code is not corrected without good reason, the school will issue a warning to inform the student and the parents of the violation. Refusal or failure to correct the problem will result in the school barring the student from further attendance at St. Pius V Catholic School until the violation is corrected.

Parents are asked to help their students to carefully select clothing for non-uniform dress days so that the clothing is appropriate to the day's activity. Rules of grooming and non-uniform (or “free”) dress apply not only during school hours but during school-related activities; e.g., games and tournaments that are conducted on or off campus.

### **Uniform Guidelines**

#### **Boys: TK through 5<sup>th</sup> Grade**

1. Vicki Marsha pants or walking shorts.
2. Vicki Marsha blue long or short sleeve polo shirt with school name.
3. Plain white T-shirt or St. Pius V T-shirt with logo may be worn under uniform polo.
4. Vicki Marsha cardigan, jacket, or navy blue or royal blue sweatshirt with St. Pius V emblem.

5. Plain white socks that cover the ankle.

**Girls: Transitional Kindergarten through 5<sup>th</sup> Grade**

1. Vicki Marsha plaid jumper, navy walking shorts, navy skort, or navy slacks. Grades four and five-- Vicki Marsha plaid skirt.
2. Vicki Marsha white blouse with Peter Pan collar or Vicki Marsha blue long or short sleeve polo shirt with school name. White Oxford shirt is acceptable for grades four and five.
3. Vicki Marsha cardigan, jacket, or navy blue or royal blue sweatshirt with St. Pius V emblem.
4. Plain white or navy-blue socks, knee-highs, or tights. Socks must cover the ankle. "No show" socks are not acceptable.
5. Girls must wear modesty shorts under their jumpers or skirts.

**Boys: Junior High (Grades 6 – 8)**

1. Vicki Marsha pants or walking shorts.
2. Vicki Marsha plain white long or short sleeve polo shirt with school name.
3. Vicki Marsha navy blue jacket or navy blue or royal blue sweatshirt with St. Pius V emblem.
4. Plain white socks. Socks must cover the ankle.

**Girls: Junior High (Grades 6 – 8)**

1. Vicki Marsha plaid skirt, navy walking shorts, navy skort, or navy slacks. Skirts must be no more than four inches from the ground when kneeling. No rolling or shortening of clothing.
2. Vicki Marsha white blouse, white Oxford shirt, or Vicki Marsha white long or short sleeve polo shirt with school name.
3. Vicki Marsha navy blue jacket or navy blue or royal blue sweatshirt with St. Pius V emblem.
4. Plain white or navy blue socks or knee-highs. Socks must cover the ankle.

**Formal (Dress) Uniform**

**(Required for all Masses and when announced by administration)**

**Boys: All Grades**

1. Vicki Marsha white or light blue oxford shirt, short sleeve, with the SPV logo on pocket
2. Vicki Marsha striped bowtie or prep tie or self-tied tie.
3. Vicki Marsha long pants – no shorts
4. Vicki Marsha cardigan sweater with the school emblem OR Vicki Marsha sweater vest with the school emblem – no sweatshirts.
5. Black shoes. (No logos)

**Girls: Grades TK - 3**

1. Vicki Marsha rounded collar white blouse, short sleeve, with the SPV logo on the collar
2. Plaid continental cross-over tie
3. Vicki Marsha bib-top jumper with 2-pleated skirt
4. Vicki Marsha cardigan sweater with the school emblem OR Vicki Marsha sweater vest with the school emblem.
5. Black shoes. (No logos)

**Girls: Grades 4 - 8**

1. Vicki Marsha white oxford shirt, short sleeve, with the SPV logo on the pocket
2. Vicki Marsha plaid continental cross-over tie

3. Vicki Marsha plaid or solid 2-pleat skirt OR solid Jane skort – no shorts
4. Vicki Marsha cardigan sweater with the school emblem OR Vicki Marsha sweater vest with the school emblem – no sweatshirts.
5. Black shoes. (No logos)

### All Grades

- **Shoes: Laced or velcro, tennis or leather shoes.** (This is for safety reasons.)
  - No NEON colors are allowed with uniforms. (They may be worn on free-dress days.)
  - Shoes must be in good repair.
  - No “slip-on” shoes may be worn.
- A solid blue, white, brown or black belt must be worn with all shorts or slacks having belt loops. No designs, decorations, or large buckles are allowed. NOTE: *TK and Kindergarten students need not wear a belt.*
- Non-uniform jackets, sweaters, or sweatshirts may **not** be worn at any time during the school day.
- Shoes that tie are to be securely tied with bows visible on top.
- Shirts must be tucked in at all times. Skirts not rolled. Walking shorts not altered.
- Uniforms must be the proper size. **No baggy or tight-fitting uniforms.**
- Spirit Shirts may be worn on Mondays and half-days.

### Grooming

Students are expected to arrive at school clean and neatly groomed. Unless a “Free dress” day is declared, all students must wear the school uniform.

- Make-up: Students may not wear any form of make-up on their face, nor may they wear nail polish, fake nails, or body markings.
- Piercings: Boys may not wear earrings; girls may wear only one earring per earlobe, and they may only wear stud-type earrings no larger than a small pearl. Hoops or dangling earrings are not allowed for safety reasons.
- Jewelry: (Rings, watches, bracelets, etc.) One simple ring (band or single stone) on the student's finger is allowed. Only a cross or religious medal necklace is allowed.
- Students may wear a regular wristwatch only .
- Hair: A student's hair must always be clean, combed, and maintained in a neat style. Girls' hair must be groomed and out of the face. Eyes must be visible. No exotic or distracting hairstyles are allowed. This shall include, but not be limited to: “tails,” shaved designs on parts of the scalp or hair, tinted, dyed, bleached, lightened, streaked, or spiked hair. During the school year, a student's hair must be its natural color. If in doubt about a hairstyle, ask the administration if a particular style is acceptable before getting it cut.
- Facial Hair: Young men are encouraged to be clean shaven and absent of any facial hair.

### Non-Uniform (“Free”) Dress

Non-uniform, or “free dress” days are a privilege granted to the student body. On those days, street clothes may be worn instead of the school uniform. Guidelines for acceptable clothing on a non-uniform dress day are as follows:

- All parts of the body normally covered by the school uniform must be covered on free dress days.

- School Spirit shirts may only be worn on Mondays and on early dismissal days.
- All clothing must be clean and untattered.
- Clothing must fit properly. No tight-fitting or baggy clothes. Leggings may not be worn as pants. Bike shorts are not appropriate for school.
- Shorts, skirts, dresses or skorts must be mid-thigh length or longer.
- No slits above the knee on skirts.
- Low cut and see-through clothing is not acceptable.
- No sandals, slip-ons, or **boots**. (Slip-ons may *only* be worn for junior high dances and the Christmas program.)
- No clothing with pictures or phrases that reflect immoral or improper values.
- No nail polish.

If a student’s “free dress” selection is inappropriate, parents may be contacted and students will change to school uniform.

## **SCHEDULES and ARRIVAL AND DISMISSAL PROCEDURES**

### **Daily Schedule**

The school day begins at 8:00a.m. and students are tardy if not in their classroom by the 8:05 bell. The school day begins with prayer in the courtyard. All students are to be present at this time, as community prayer is a hallmark of Catholic education. Parents may stay to participate in morning prayer. Other important times of the day are as follows:

	<b>TK – Grade 4</b>	<b>Grade 5 – 8</b>
<b>Recess:</b>	10:00-10:20	10:35 – 11:00
<b>Lunch:</b>	11:50-12:25	12:35 – 1:10
<b>Dismissal:</b>	3:00	3:00

The School Office is open from 7:30 a.m. to 3:30 p.m.

### **Lunch**

Students may bring their own lunch with them in the morning or they may order hot lunch. Hot lunch is offered daily from Choice Lunch. Families may go to [choicelunch.com](http://choicelunch.com) to set up an account and order lunches for their child(ren). The menu selection is available on the Choicelunch website.

We realize that some mornings are more difficult than others. If a parent must bring a lunch to school during the school day, please write the student’s name and grade on the lunch and leave it on the cart outside of the Daycare room by 11:30 a.m. Lunches delivered by third-parties (Doordash, Uber Eats, etc.) will not be accepted.

Students being taken off campus for lunch must be signed out and signed back in at the school office. Students being signed out for lunch will be sent to the school office at the start of their

lunch period. Students need to be back in class when the second lunch bell rings or they will be considered tardy. Parents may not have lunch with their children at the lunch tables.

***IMPORTANT: Please do not send students to school with food or drinks in glass containers or glass bottles.***

### **Morning Drop-Off/Arrival**

To better ensure the safety of all our students, we have designed a drive-thru/drop-off procedure for families. The school gates open at 7:40a.m. Parents are asked to keep with the flow of traffic in front of the church and parish hall, pulling their cars forward as far as possible before dropping off children. Please ensure that students are ready to exit the vehicle from the right-hand side (away from any traffic) **immediately upon stopping**. Students then walk into the inner courtyard, where they wait for the classroom teachers to let them into the classroom

Parents who wish to park and walk their students to the inner courtyard may park their cars in a designated parking space in the church parking lot and accompany the student(s) to the Inner Court. **Students are not to walk in the parking lot without an adult.**

If the school traffic gates are open, parents are asked to drop-off students inside the gates, not alongside the Parish Hall. This keeps traffic flowing smoothly.

At 8:00 a.m., the car gates will be closed and the school secured. After the gates are closed, parents will need to park their vehicles and walk child to the office or designated area. ***Do not park against the curb. This is a FIRE ZONE.***

### **Drop-Off and Pick-Up of Students/Daycare Policy**

Unless a student is enrolled in the St. Pius V Catholic School Daycare Program, including siblings of safety patrol, the school provides no supervision before 7:40 a.m. or after 3:15p.m. ***No liability for supervision and control of student shall be assumed by the school until 20 minutes before the first bell in the morning.***

Below are additional important safety rules:

- Any student arriving at school prior to 7:40 a.m. must be escorted by his/her parent to the Daycare room and to sign him/her in.
- ***Students are not allowed in church before school unless a parent or guardian is in attendance with them.***
- Parents may not use the east side (Beach Boulevard) parking lot for dropping off students in the morning.
- Students are not allowed on the east side parking lot unattended.
- Students not picked up 15 minutes after the last bell will be placed in Daycare.

### **Tardiness**

A student is considered tardy if he/she is not in his/her classroom by 8:00 a.m. Students arriving after the morning assembly should report to the school office.

## **Walking/Bicycle Passes**

Parents are responsible for assuring that their students arrive at school on time. The decision of whether or not a student walks or rides a bicycle to school is, therefore, left to the parents. Walkers and bike riders must sign a consent form at the start of each school year. These forms are kept on file for the entire school year. All walkers and bike riders are issued a pass, which they must have with them in order to leave campus at the end of each day. Any misuse of the walking/bicycle passes will result in the pass being revoked for the remainder of the school year.

## **Bicycles**

The school strongly urges that no student below grade six be allowed to ride a bicycle to or from school. Bicycle riding on the campus of St. Pius V Catholic School is forbidden *at all times*. Bicycles that students ride to school must be placed in the bike racks provided by the school and must be locked at all times. **All students are mandated by law to wear a helmet.**

## **Walking**

Students walking home from school must leave campus immediately, unless the student is working with a teacher after school.

## **Leaving the School Premises at Any Time**

No student is permitted to leave the school grounds at any time during school hours or to be released from class without a written and signed request from his or her parents. Any student who violates this regulation is subject to dismissal. If a student is to be taken from the school during school hours, he/she must report to the office and be released to the parent or other person who is listed in the FACTS ParentsWeb<sup>®</sup> system and properly identified. If parents authorize anyone under 21 to pick up their students, a release form, signed by the parent, needs to be on file in the office. If the student re-enters on the same day, they need to be signed back in at the school office.

## **After-School Pick-Up/Dismissal**

School is dismissed at 3:00 p.m. *or* 12:00 p.m. on “Noon Dismissal” days. At dismissal time, parents will be allowed to proceed through the school gate to the door of the classroom of the student being picked up. Parents/guardians will identify the student being picked up to the classroom teacher (or aide), who will verify the adult picking up the student is listed as an authorized “Pick-Up” in FACTS PARENTSWEB<sup>®</sup>. Anyone picking up a student must have picture ID to provide verification. During the first weeks of school, this process will take a little longer, as teachers become familiar with family members.

When a parent picks up a student from the classroom, that student is then the responsibility of his/her parent. Please supervise students at all times. Once students leave the school grounds they may not return unless supervised by an adult. Students participating in sports cannot leave campus to visit local establishments and return, unless with an adult.

Students remaining on campus after 3:15 (and at 12:15 p.m. following early dismissal) will be placed in Daycare for supervision. Parents of such students will be assessed \$8.00 per hour (or 15-minute increments of an hour) for each student.

## ATTENDANCE

Regular attendance is critical to effective education. As stipulated by the Diocese of Orange, St. Pius V is in school 180 student contact days each year. California state laws and the standards of our accreditation organization require that every child of school age attend school during the entire time that school is in session. It should be noted that attendance records of students are submitted to secondary educational institutions as part of the application and acceptance procedures.

Please know that students are missed when absent. Parents are asked to do all that they can to ensure a high attendance rate.

- **Minimum Attendance Requirements:** A student is expected to be in school every day that school is in session. The only acceptable reason for absence from school is poor health or family emergency.
- **Unexcused Absences in excess of 10 days per trimester, or a total of 30 days per school year, is considered excessive and could be a cause for retention.** Extended weekend trips and vacations during the school year are strongly discouraged. The school calendar will help with planning vacations during non-school time.
- **Students will not receive class work prior to trips or vacations.** Students with Chromebooks may access assignments via Google Classroom, but no assurance is given that each and every assignment will be posted. It is the student's and parent's responsibility to see that all make-up work is completed upon return to school.

### **Absence**

Parents are asked to call the school office (714) 522-5313, email the teacher, or use the school app to notify the school whenever a student is absent. Upon returning to school, a written excuse stating the reason for the student's absence must be presented to the teacher, even if a call has been made to the school office. The note must be signed by the parent.

Based on the number of days a student is absent, he or she will have that same number of days to complete and turn in assignments or class work assigned on those absent days. For example, if a student is absent one day, upon returning to school he or she will have one day to complete all missing assignments. Students who are absent for non-illness reasons (appointments, etc.) are encouraged to look on Google classroom for any assignments and complete them, if possible. This policy may be modified by the classroom teacher for the benefit of the student.

Signing a student out early should only be done in the case of a medical appointment or emergency situation. Any student signed out early for a medical/dental appointment must obtain a medical/dental notice from their provider to avoid the absence being marked "unexcused" and counting against attendance. The end of the day is an important part of the school day and care should be taken to keep students from being signed out during this period. Students signed out during this time may be marked "End of Day Absent," which counts as  $\frac{1}{4}$  of a day toward his/her total absences.

### **School-Time Extended Absences**

Parents are discouraged from taking their children out of school for extended periods of time. Teachers will not prepare work ahead of time.

# HEALTH AND SAFETY

## **Immunizations**

Please see the Immunization Requirements under Admissions.

## **Injury or Illness**

The school makes every effort to notify parents, as soon as possible, if a sudden illness or serious injury occurs at school. Parents are requested to keep their FACTS ParentsWeb contact information up-to-date and complete. This includes the name of at least one person, other than parents, with current telephone numbers, who may be contacted in the event neither parent can be reached. Enrollment at St. Pius V School confers upon the school the obligation to select emergency care providers in the absence of an ability to reach the parents, and that no liability would attach to such a decision.

Emergency information must be kept up-to-date in case of illness or accident. Cell phone numbers are especially important. Students will not be released during regular school hours to anyone other than the parent if the person's name is not listed on the emergency contacts.

When a student is too ill to return to the classroom, parents will be contacted. No student will be permitted to go home before this contact is made.

## **Communicable Diseases**

In order to ensure the health and welfare of the entire student body and faculty, the following symptom policy will be used to determine the appropriate time for a student to return to school.

SYMPTOM	STUDENTS MUST REMAIN HOME UNTIL...
Fever of 100° or above	The temperature has returned to, and remained, normal for at least 24 hours.
Chicken Pox	All lesions have dried and crusted over (usually about 6 days).
Diarrhea	Loose stools have subsided and the student has returned to normal eating without stomach upset for at least 24 hours.
Ear ache/Sore throat	Student has been seen and treated by a physician and/or symptoms subside.
Head Lice	Student has undergone treatment and has no nits.
Impetigo	24 hours after antibiotic treatment has been started.
Red, Watery Eyes	Eyes return to normal, are no longer red and burning or itching, or the student has been treated with antibiotics for at least 24 hours.
Rash	Rash disappears or is not a result of a communicable disease.
Strep Throat	24 hours after antibiotic treatment has been started.
Vomiting	Student has not vomited for at least 24 hours.

**Students should always be kept home 24 hours after beginning antibiotics.**

**Additional COVID-19 protocols will be sent home separately, as they are often updated.**

## **Medication**

The State of California requires that parents fill out the Medication Form for any prescription or nonprescription (over-the-counter) medication needed by the student during school hours. Students are not allowed to bring any medication to school unless this form is filled out and on file. All medication is to be kept in the Health Room or school office. Please note that this includes cough drops, eye drops, or any over-the-counter medication.

## **Emergency Pick-up Due to Illness/Health Room Attendant**

If a student is ill, the parents and/or people listed as Authorized Pick-Ups in FACTS PARENTSWEB® will be called. These people should be no more than 20 minutes away from St. Pius V Catholic School.

## **Student Accident Insurance**

A student accident insurance policy covers all students while attending school or school-sponsored activities. *The premium is paid in the registration fee.* If a student is injured at school or a school sponsored activity, the student must report the injury to the Health Room Attendant or school personnel immediately. Parents should file a claim with their primary carrier first. The school student accident insurance is a *secondary school time accident policy for injuries covered at school or school related activities.* A supplemental 24-hour, year round accident insurance policy is also available and paid by the parent directly to the school's insurance agent. All claims must be filed by the parent or guardian. Claim forms are available in the school office.

## **Agent**

Myers-Steven & Co.

2190 Towne Centre Place, Suite 317

Anaheim, CA 92806 (714) 978 – 7061

(Please contact the agent for answers to any questions involving claims or accidents.)

# **EXTRACURRICULAR ACTIVITIES**

## **Requirements**

For a student to enroll or continue in an extracurricular activity, he/she must satisfy all of the following conditions:

1. The student must portray the conduct described in this handbook under “Code of Conduct: Students.” The administration reserves the right to deal with individual cases according to its discretion.
2. The student must strive to meet acceptable academic standards as described in this handbook. Students who do not reflect this attitude may be removed from the extracurricular activity. The administration reserves the right to deal with individual cases according to its discretion.
3. No student may participate in an extracurricular activity on any day that he/she is absent from school.

## **Athletic Program**

Parents who participate in the Athletic Program will enjoy the competitiveness of the games. Parents who volunteer to assist with the Athletic Program must be fingerprinted and have completed the on-line Safe Environment Course. This includes all parents or volunteers driving students for athletic or extracurricular activities.

## **Rules Regarding Transportation**

St. Pius V Catholic School requires that parents provide transportation for students to athletic events or other extracurricular events. **Any parent who drives students, other than their own children, to or from athletic events or other extracurricular events must be fingerprinted and have completed the on-line Safe Environment Course and the Defensive Driving Curriculum.** The following rules are established regarding transportation to and from school-related activities:

1. Students may not travel to any school-related activity unless they do so with another parent who is authorized on FACTS Parent Web to pick this student up. Parents are able to authorize other parents to transport students for sports events only. Such permission must be entered onto FACTS Parent Web and in the possession of the Coach/Advisor before travel. Only designated parents/guardians of St. Pius V Catholic School students may drive to school-related activities. Transportation to such activities will start at the school and all students will be returned to the school after the event.
2. Anyone who drives to school-related activities must be an adult of 25 years or older and have a valid driver's license, as well as provide proof of current insurance and adequate liability. Proof of insurance means a card stating the beginning and ending dates of your coverage. Proof must be kept current throughout the season.
3. Parents returning students from school-related activities must ensure that all students are safely returned to their parents or signed in at Daycare.
4. If a student is involved in an accident during travel, the responsible party will arrange for emergency medical care if needed. If injury is suspected, the responsible party will call 911 to assure that competent medical assistance is rendered to the pupil.
5. If an emergency of any kind arises or an accident occurs during travel, the driver must immediately notify the school, coach, athletic director, or parish office of what has occurred and which students were affected. This will enable the school to notify the parents of the students.
6. If an emergency of any kind arises or an accident occurs during travel and no medical attention is needed, students shall be immediately returned to St. Pius V Catholic School so that parents can take charge of their students.
7. If a parent has agreed to drive to an extracurricular activity, he/she must notify the coach or Athletic Director as soon as possible if they find they cannot honor this commitment.
8. Students must each have and use seat belts throughout the trip.
9. Students may not be left unattended in the school parking lot.

## **Rules for Attending Games/Extracurricular Activities**

1. Students wishing to remain after school to watch athletic games must be accompanied by a parent or supervised by an adult who has assumed full responsibility for the student.
2. Students MAY NOT leave school and return at a later time to watch a game without parent accompaniment.

3. Students in Extended Daycare may attend home games **only** if escorted and monitored by daycare staff.
4. No one is permitted to run around the grounds or to go to the playground equipment while attending a game.
5. Parents will pick up their students after the game making certain that the students are not left unattended. This rule is especially important if a game continues until after dark.
6. No siblings may stay for practices or games without supervision by a parent/guardian.
7. If students are walking home after a game, they are required to have a walking pass or they will be put in daycare.

## **Extended Daycare Program**

The St. Pius V Extended Daycare Program is an extension of the school day for St. Pius V Catholic School students and is intended to provide a safe and loving environment for children, which strengthens, supports, and supplements the family, the school, and the parish community. All rules and policies in effect during the regular school day are also applicable to the Extended Daycare program.

Hours of operation are 6:30am – 7:40am and from 3:00pm - 6:00pm. The Daycare program offers playtime, snacks, supervised homework, crafts, TV viewing, and free time.

### **Extended Daycare Fees**

The Extended Daycare registration fee is \$50 per family. This fee is non-refundable and is due annually. Monthly and occasional use fees are payable through FACTS, not directly to Extended Daycare. The monthly fees are:

	Before School Only (6:30am – 7:50am)	After School Only (3:00pm – 6:00pm)	Both Before School and After School
1 child	\$100.00	\$250.00	\$300.00
2 children	\$175.00	\$440.00	\$525.00
3 children	\$250.00	\$675.00	\$800.00

### **Occasional Use Plan**

Many times, a family only needs daycare for noon-dismissal days or in case of an emergency. Occasional use is \$8/hour/child and is billed in 15-minute increments. A \$25.00 annual registration fee is required and will be charged through FACTS.

### **Extended Daycare Admission Policy**

All students who attend St. Pius V Catholic School during the regular school day are eligible to attend Extended Daycare. No student who is not concurrently enrolled at St. Pius V Catholic School may attend any part of the Extended Daycare program.

In order to ensure the safety of our students, **all students** attending morning daycare must be signed **in** by their parents. **All students** attending afternoon daycare must be signed **out** by their parents.

## **Afterschool Sign-Out Procedures**

Parents or authorized persons must sign children out of daycare and escort them to the car. Students will not be sent out to meet a parent.

St. Pius V Extended Daycare staff members cannot release a child to any person whose name does not appear on the FACTS pick-authorization page, unless a written release from the parent is received by the teacher, school office staff, or daycare director. Email is an acceptable form of communication as long as the email is sent from the parent email address on file on FACTS ParentsWeb. The release must include the full name of the adult signing each child out, the date, and the parent's signature. **Please inform those you authorize for pick up that their signature is required on the sign out sheet and WE WILL verify identification.**

A late fee of \$1.00 per minute is assessed to parents of students that are left past 6:00 p.m. This fee is to be paid at the time of pick up.

## **Snacks/Beverages**

A snack and beverage will be provided at daycare each day. Please notify the daycare director of a student's food allergy as soon as possible.

## **Supply List for Daycare**

If your child is enrolled in Extended Daycare (morning or afternoon), please provide these supplies:

- 1 package of baby wipes
- 2 rolls of paper towels
- 1 package of Dixie Paper Cups (5 oz)
- 1 package of EXPO dry erase markers, 4-pack, assorted colors

## **Personal Articles**

Students may not bring toys, sporting equipment, or technology (other than Chromebooks), to daycare unless prior permission has been given by the Daycare Director and the principal. St. Pius V Catholic School and its Extended Day Care staff are not responsible for any items broken, lost or stolen.

## **Cell Phones**

Students may NOT use cell phones while at daycare. All cell phones, if brought to daycare, will be stored in a secure area and given to the student upon check-out. Any student caught using a cell phone during daycare will have the phone confiscated and taken to the office. The parent may pick up the phone the next day.

## **Child Abuse Mandated Reporters**

As will all faculty and staff members, daycare personnel are identified "mandatory reporters" for child abuse.

## **EMERGENCY PROCEDURES**

### **Telephone Usage**

The school and health room phone is *not* available to students except in emergencies. In case of an emergency a student will be allowed to use the office phone. The following instances are *not* considered emergencies: a student has forgotten books, P.E. or sports equipment, homework, lunch, permission slips, or similar items.

### **Emergency Drills**

Disaster/Emergency/Fire drills are conducted regularly at school in preparation for the possibility of an earthquake, fire, or other disaster. If a natural disaster occurs while school is in session, St. Pius V personnel will follow the directions of the Buena Park Police Department and the Orange County Fire Authority serving the city of Buena Park as to whether the school should be closed or remain open. St. Pius V personnel will implement instructions that have been supplied by the California State Department of Education concerning Civil Defense and Disaster Planning for schools.

The Disaster Plan for St. Pius V Catholic School is available for review at the School Office. In the event of a disaster, St. Pius V Catholic School will hold all students on campus for up to 72 hours. Each parent is required to maintain accurate pickup and emergency notification on FACTS ParentsWeb. Students will be released **only** to those whose names are listed in the FACTS ParentsWeb system (paper copies are maintained for use as needed). Students will be held in a staging area on campus. **No student will be released on his/her own, even if he/she has transportation or a walking pass.** Picture identification will be required of each adult to whom a student is released.

### **Emergency Information**

Parents are required to keep their student's emergency information current. Changes in emergency information must be updated on FACTS as soon as possible. An email to the school office to inform the staff of this change is appreciated.

## **PRIVACY**

### **Fingerprinting/Safe Environment**

The Diocese of Orange requires that all volunteers be fingerprinted and complete the Safe Environment Online course. Contact the school office for the proper procedure and fingerprinting locations. After completing the online course, print the certificate and submit it to the school office. Fingerprinting through the Diocese of Orange is a one-time process and is good at any school within the Diocese of Orange. The Safe Environment training must be renewed every three years online.

### **Record Inspection**

The Family Education Rights and Privacy Act of 1974 states that a parent or legal guardian has "The right to inspect and review all official records, files, and data indirectly related to their students, including material that is incorporated into each student's cumulative folder, and intended

for school use or which is to be made available to parties outside the school or school system.” If a parent wishes to review his/her student's records, the parent must first notify the school office and make an appointment to inspect the student's records during regular office hours.