

St. Pius X High School is Albuquerque's only Roman Catholic college preparatory high school. It is administered under the auspices of the Archdiocese of Santa Fe and is accredited by North Central Association.

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HANDBOOK

This handbook contains the bulk of St. Pius X High School's policies, practices and regulations. It is important that all parents/guardians and students read and understand all that is contained. Following the letter and spirit of what is presented in this handbook is an integral part of the school's smooth, successful and safe operation.

From time to time new situations require amendments to the handbook. The school will notify parents/guardians of these amendments either by special announcement on EDLINE or by notice electronically in the parent newsletter. Amendments carry the same weight and importance as does the original handbook. *This document is the official handbook of St. Pius X High School. It may be amended at any time at the discretion of the St. Pius X Administration.*

OFFICIAL SCHOOL CALENDAR

The official calendar is published on EdLine and on the school website at www.saintpiusx.com There may be changes to these calendars throughout the year, please check either of these locations for the latest updates.

RESPONSIBILITIES OF STUDENTS AND PARENTS/GUARDIANS

It cannot be presumed that this handbook will cover every single situation that happens at the school. Situations that are not specifically detailed in this handbook will be handled individually, and according to the norms of acceptable behavior in a Catholic school.

Actions performed by St. Pius X students away from the school or apart from school-related functions that are detrimental to the good name of the school or harmful to another individual are causes for review, and possible suspension or expulsion of said students.

School regulations are to be observed whenever students are on the school grounds (even after school) as well as at social and sports events sponsored by the school, whether these are held on the school campus or elsewhere. The faculty, administration, security/safety officials and chaperones supervise at these events and students are to heed their authority.

By registering at St. Pius X High School, students and their parent/guardian indicate their intention to accept the school's philosophy and abide by the school regulations and policies as stated in the Student Handbook, the Course Description Guide, and all other St. Pius X handbooks or guides. Furthermore, no curricular substitutions (correspondence courses, home study, off campus summer school, on-line classes) can be used to meet St. Pius X's graduation requirements.

Acceptance and continued enrollment will be on the basis of adherence to these policies and regulations. This handbook and all others serve as a contract between parents, students and St. Pius X High School to insure that our Catholic standards and values are upheld on campus and during school sponsored events. Parents must support the philosophy and values of the Catholic Church and the rules of St. Pius X at all times. If it becomes clear to administrators that the **student's and/or parents'** behavior does not embrace and support these values, philosophies and rules, the student may be asked to withdraw from St. Pius X.

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MISSION AND TRADITIONS

HISTORY OF ST. PIUS X HIGH SCHOOL

St. Pius X High School was established in September, 1956 by Archbishop Byrne of Santa Fe as a Catholic, co-educational high school. Sister Thaddea, P.B.V.M., was the first principal. For the first three years of its existence, St. Pius X conducted classes at St. Charles School. In September, 1959, the campus on Louisiana at Indian School Road was opened. Once the school had its own campus, the diocesan priests administered the school. Father Ted Hunt was the first principal at the new campus. The Presentation Sisters helped staff the school in the early years, followed by the Sisters of Charity. In 1968, Archbishop Davis transferred the administration of the school to the Basilian Fathers. In 1988, after completing necessary building and renovations, St. Pius X moved to the present campus, the site of the former University of Albuquerque. The year 2000 marked the beginning of lay leadership.

During the many years of its existence, the school has come to be recognized as one of the outstanding educational institutions in the State of New Mexico. It is a Catholic, college-preparatory high school which offers a variety of elective and Advanced Placement® courses. The school is accredited by North Central Association /Advance Ed. It offers co-curricular and extra-curricular activities to serve the needs and interests of the students.

Today, the student body is composed of approximately 800 young men and women. The present faculty is comprised of both religious and lay men and women. Approximately 99 percent of St. Pius X graduates enroll in colleges and universities in New Mexico and across the nation.

MISSION STATEMENT OF ST. PIUS X HIGH SCHOOL

In its journey of continuous improvement, the school's staff, parents and students developed the following mission statement during the 2005-2006 academic year. It is a reflection of the invitation to spirituality, scholarship and community that each student is offered when they attend St. Pius X High School.

St. Pius X High School is a Catholic college preparatory school of the Archdiocese of Santa Fe. We serve God and the community through faith, love and respect and inspire learning, leadership and service.

SCHOOL TRADITIONS

THE SARTAN CREED

The Sartan Creed reminds us that St. Pius X students are called to higher expectations by following scripture: "To those who have been given much, much is expected." (Luke 12:48)

A Sartan's behavior in all aspects of life is founded on Catholic values.

I will refrain from any activity or language that will tarnish my good name, that of my family, or that of St. Pius X High School.

I will display respect and honesty toward adults, peers, and myself. I will honor the judgment and direction of adults.

I will take responsibility for my behavior and my learning. I will use and develop my God-given talents to achieve my fullest potential.

My appearance is a reflection of pride in being a member of the St. Pius X Catholic community.

I AM PROUD TO BE A SARTAN!

REVERENCE

Reverence is that feeling of profound respect and awe, which all students should direct toward God. In a Catholic school this should be foremost in the mind and attitude of the student.

Students should show reverence during prayer and at all religious functions. They should avoid any actions which would distract others, and they are expected to participate actively.

SCHOOL MOTTO

“Teach me goodness, discipline and knowledge.”

SCHOOL COLORS

Gold, Black and White

SCHOOL SYMBOL

The gold St. Pius “**X**” is the symbol of our school. It represents our striving for excellence in our faith lives, morality, academics and extra-curricular activities. The “**X**” holds all of us who are called to live out the gospel of Jesus Christ to a higher standard.

OUR PATRON SAINT

Pope Pius X was born Giuseppe Melchiorre Sarto in Italy. He served the Church as Pope from 1903 to 1914. As a shepherd of children and young adults, Pope Pius X emphasized the importance of religious instruction and knowledge of the catechism. He also recommended that children be able to receive their first communion and supported a great devotion to Our Lord’s presence in the Eucharist. Known for his humility and “luminous faith”, Pope Pius X was canonized a saint on May 29, 1953. We celebrate the saintly life of our patron on his feast day, August 21.

OUR SARTAN MASCOT

What is a Sartan? The name is a modification of Pope Pius X’s name, Giuseppe Sarto. It is used because our patron saint embodied the characteristics of charity, good humor, fair play, and faithfulness; the same high ideals that St. Pius X High School hopes to instill in its students.

SARTANS’ FIGHT SONG

(Sung to the tune of the Notre Dame fight song)

**CHEER, CHEER FOR GOLD, BLACK AND WHITE
SHOW THEM THE MIGHTY SARTANS CAN FIGHT
WE WILL SCARE THEM WITH OUR CRY AND
SHAKE DOWN THE THUNDER FROM THE SKY
WHETHER WE WIN OR WHETHER WE LOSE
P.H.S. WILL KNOCK OUT THE BLUES
AS OUR LOYAL TEAM GOES MARCHING
ONWARD TO VICTORY RAH, RAH, RAH**

DISCIPLINARY PHILOSOPHY

A disciple is a learner, a follower and a leader. The St. Pius X discipline policy is designed to provide the formation needed to govern good conduct among our disciples, the students. This orderly conduct comes from an enforcement of the rules and helps minimize unnecessary conflict in the life of our community. Christ’s message to us is one of accountability and responsibility to God, self and others. Students learn to follow the rules in order to lead themselves and others to goodness, discipline and knowledge.

A basic goal of St. Pius X is that students learn to base human relations on the Christian principles of faith, love and respect. The highest priority is given to students’ spiritual development, learning and leadership. They are expected to accept responsibility, to grow in character through service, to respond to advice and suggestions, and to learn to accept school rules. Faculty and staff recognize that corrections are to be given in the spirit of charity in order to support the growth and development of children, the safety of our campus and the good order of the school.

It is the duty of the students, parents and school to create a social climate which is characterized by courtesy, honesty, pride in one's work and achievement, and which is conducive to the exercise of respect for others and their property. Through these disciplinary policies, the students will be educated to appreciate and develop responsibility and self-control.

Parents must support the philosophy and values of the Catholic Church and the rules of St. Pius X at all times. If it becomes clear to administrators that the **student's and/or parents'** behavior does not embrace and support these values, philosophies and rules, the student may be asked to withdraw from St. Pius X.

ACADEMIC LIFE

ADMISSIONS

The Admissions Committee reviews all application files to determine eligibility for admission. All students offered acceptance to St. Pius X will be admitted on a probationary basis.

POLICY FOR CHANGING COURSES AFTER REGISTRATION

Student advisement for registration at St. Pius X is a two-month process. Before students select and register for their courses for the following school year, they are required to get input from their current teachers, counselors and parents. The purpose of this process is to ensure that the students meet their academic goals and fulfill all graduation requirements. The selections that the students make determine both class size and teacher assignments for the following school year. In order to ensure that class sizes remain stable for the school year, the school administration has developed the following procedure for course changes.

Students may request a change in their course selections if the request is submitted prior to the last day of school preceding the school year for which the change is being sought. In order to request this change students must:

- Pick up a **Request to Change a Course** form from their counselor.
- Obtain all needed signatures (counselor, parent and student).
- Submit the **Request to Change a Course** form to the Assistant Principal – Academics by the last day of school.
- Changes will be considered based on availability—not all course change requests will be granted.

After the deadline for changing courses has passed, the only course selection changes that will be granted will be changes due to the following reasons:

- Course cancellation
- Schedule conflict
- Student has an incomplete schedule
- Courses are not in correct sequence
- Student lacks a course required for graduation
- Student does not meet the prerequisite for the class
- Student is misplaced in the class due to inappropriate skill level.

Course changes *will not be granted* for any of the following reasons:

- Concern that the grade will bring down the student's GPA
- Preference for a different teacher
- Preference for a different meeting time
- Change of mind about taking the course.

Administrative Course Changes: Discretionary schedule changes may be made when the administration deems it necessary to make these changes.

CREDITS AND GRADES

All grades are recorded in letters. The 4-point grade system is used at St. Pius X.

<u>Grade</u>	<u>Scale & Points</u>	<u>AP/Honors Scale & Points</u>
97.5-100	A+ 4.333	A+ 5.333
93.5-97.4	A 4	A 5
89.5-93.4	A- 3.667	A- 4.667
86.5-89.4	B+ 3.333	B+ 4.333
82.5-86.4	B 3	B 4

79.5-82.4	B-	2.667	B-	3.667
76.5-79.4	C+	2.333	C+	3.333
72.5-76.4	C	2	C	3
69.5-72.4	C-	1.667	C-	2.667
66.5-69.4	D+	1.333	D+	2.333
62.5-66.4	D	1	D	2
59.5-62.4	D-	0.667	D-	1.667
0-59	F	0 and no credit	F	0 and no credit

A semester failing grade remains on the transcript even though the student makes up the credit in summer school. Both grades are calculated in the Grade Point Average. All incomplete grades must be completed within 2 weeks after the end of the grading period. An incomplete grade results in a student being declared ineligible.

See the *St. Pius X High School Course Description Guide* for information regarding credits earned at other educational institutions.

FINAL EXAMS

A student is required to be in attendance for all final exams as scheduled on the school calendar and on the published final exam schedule. If a student is scheduled for two exams at one time, it is the student's responsibility to make arrangements with the Assistant Principal of Academics to schedule an alternate time for one of the conflicting exams. In addition, if a student misses a final exam due to a conflict with a school sponsored event, it is the student's responsibility to reschedule the exam with the Assistant Principal of Academics.

Please note - Students are not allowed to take final exams prior to the scheduled final exam time under any circumstance.

A documented medical excuse is the only acceptable reason for a student to miss a final exam. If a student misses a final exam for any other reason he/she will be required to pay \$50 for every exam missed and all make up exams will be scheduled on a Saturday morning as arranged by the Assistant Principal of Academics.

ACADEMIC LETTERS

To recognize academic excellence, St. Pius X awards academic letters. Qualifications to receive a letter are as follows:

- The student must complete the **Academic Letter Application** form; and
- The student must have a minimum Grade Point Average of 3.5 for four semesters, which need not be consecutive. Thus, the earliest that a student can apply is the first semester of the junior year. To earn a second letter the student must earn a 3.5 or better for two more semesters.

LEARNING DISABILITIES/MEDICAL CONDITIONS

St. Pius X High School does not offer any programs in special education. Students who require educational testing for a learning disability, either initial or re-testing, must coordinate the evaluation process with their counselor. If a student meets all of our entrance requirements and is diagnosed by a professional diagnostician with a learning disability, a copy of the diagnosis and recommendations for intervention must be sent to the student's counselor in order for any of the interventions to be honored. Interventions are limited to accommodations only. **Modification of the academic program is not an option.**

Medical conditions which are pre-existing or develop while the student is enrolled at St. Pius X must be documented by a physician who is not a relative. When medical documentation is provided, it allows the faculty and administration to address specific conditions that will affect the student's performance in the classroom and give directions for response to any emergencies that might occur at school. Documentation must be sent to the school nurse and the student's counselor in order for any of the interventions to be honored.

If St. Pius X is not equipped to meet the interventions suggested by the diagnostician or the physician, the school will inform the student and the parent/guardian and determine an appropriate course of action.

HOMEWORK

It is reasonable for students to have at least two or more hours of study and written work per night. If a student is going to be absent for three days or longer due to illness, the parents must contact teachers via e-mail or voice mail in order to request homework. Parents may also check Edline for homework posting.

MAKE-UP WORK POLICY

An essential component of learning involves student interaction and experience in the classroom. Students are expected to be in attendance for the full day for all scheduled class days. Parents/guardians who allow their children to miss school for less than serious reasons hamper their children's education and frustrate the school's efforts to educate the students. Those parents/guardians who allow or encourage absenteeism are in violation of school rules and must take responsibility for the penalties that their children incur. Work missed due to excused absence requires students to make up material based on the number of days absent, not to exceed three days.

Any term paper, project, or major assignment that is assigned at least one week (seven calendar days) prior to the due date must be submitted on the due date whether the student is in or not. If the student is absent, the student must make arrangements for someone to bring the assignments to the teacher.

If a student misses school due to a school sponsored activity, the student is responsible for informing the teachers and arranging for submission of all make-up work prior to the absence.

If the absence is not a school sponsored activity, student must obtain an **Educational Leave Form (Yellow Form)** from the Attendance Office. Refer to the Attendance Policy for specific information. Failure to comply may result in an unexcused absence with no credit given for assignments due during the absence.

ACADEMIC HONOR CODE AND CHEATING

To implement our motto "Teach me goodness, discipline and knowledge," St. Pius X has adopted an Academic Honor Code to be followed on all quizzes, tests, and major research papers. By taking a quiz, test, final examination or completing a major research paper, students agree to neither give nor receive help nor plagiarize.

Cheating is defined as using unacceptable means to attain academic success. Cheating may include, but is not limited to: copying tests, computer assignments, homework or class work, obtaining verbal assistance or looking on another student's work during a test, having access to unauthorized test material, or allowing another student to copy any school work. If a student cheats on a homework, quiz, test, or research paper he/she will receive a "zero" for that particular test or paper and a Saturday School. Furthermore, **the penalties for cheating on a semester exam are a Saturday School and the grade of "F" for the semester in that course.**

Plagiarism will be defined in all classes where papers and research assignments are given. Plagiarism is cheating.

ACADEMIC SATURDAY SCHOOL

Any student who has ten (10) or more absences in a semester from any specific class will be required to attend an Academic Saturday School as scheduled with the Dean of Students, at a cost of \$50.

ACADEMIC DETENTION

Students who do not submit assigned and/or completed homework on the day that it is due (in class) may be subject to an individual teacher's 30 minute academic detention on the same day in order to complete the assigned work. It will be at the teacher's discretion to determine whether credit will be given for that assignment.

Academic detention is a serious matter. Students who fail to attend academic detention will receive an after school detention from the teacher in addition to being required to serve the academic detention. If a student has more than one academic detention in one day, it is the student's responsibility to make arrangements with the teachers involved to serve each academic detention.

DEFICIENCY NOTICES

Deficiency notices are sent electronically (via Edline) in the middle of each grading period to parents of students who are in danger of failing.

ACADEMIC AND DISCIPLINARY REVIEW

At the end of each semester all students' academic and disciplinary records are reviewed. Students may be dismissed from St. Pius X for academic/disciplinary reasons based on the decision of the Academic and Disciplinary Review Board and administration. Any student with three failures and/or an unsatisfactory discipline record at the end of the semester may be dismissed immediately. At the discretion of the review committee:

- Students may be placed on Academic Probation if their grade point average falls below a 2.0 for the previous semester.
- Students with an unsatisfactory disciplinary record may be placed on Disciplinary Probation.

ACADEMIC ELIGIBILITY

To be eligible for participation/performance in sports (both in season and pre/post season) and extra-curricular and co-curricular activities, (including, but not limited to, visual/performing arts productions, DECA, MAH, ACADEC, etc.) sponsored by St. Pius X, a student must abide by scholastic requirements as defined by St. Pius X.

A student must have no incomplete grades and a Grade Point Average of 2.0 or better for the immediate previous grading period (quarter or semester). A student who does not meet this requirement will remain ineligible until the next grading period. The eligibility of students who have one or more incomplete grades is determined after all course work is completed (all incompletes must be cleared within 2 weeks after the end of the grading period). Grades earned in summer school may not be used to boost GPA in order to become eligible for the fall semester.

In addition, any student who fails two or more classes in any given quarter will be ineligible until the next grading period. Any student who fails only one class in any given quarter, but passes all other classes and has a 2.0 Grade Point Average, will be ineligible for ten school days. At the end of ten school days, the Assistant Principal-Academics investigates whether or not the student has improved his/her work to a passing level. If not passing, a final check is made five school days later. If not passing after the second check, the student is ineligible for the duration of the quarter.

Any student who has an established Accommodation Plan at St. Pius X will be individually evaluated for eligibility.

WITHDRAWAL

A parent/guardian who wishes to withdraw or is required to withdraw a student from St. Pius X High School, or where a student is expelled, must schedule an appointment with the Assistant Principal-Academics to initiate this process. **Upon withdrawal, all obligations, fines and tuition must be paid in full. In addition, IDs, textbooks, sports equipment and library books must be returned before any school records will be released. The student is financially responsible for the cost of any item(s) not returned upon withdrawal.**

Failure to complete the proper check-out procedures will result in a delay in forwarding records to the new school. In most cases, once a student withdraws, he/she may not be re-admitted during the current year or in subsequent years unless the withdrawal resulted from the family relocating outside the metropolitan area or from a documented financial hardship.

GRADUATION

Graduation and Baccalaureate Mass formally recognize the completion of St. Pius X High School requirements by graduates. In order to participate in graduation activities or receive a diploma and transcript, seniors must have completed all academic requirements including community service and fulfilled all financial and disciplinary obligations. A student may be excluded from graduation activities for reasonable cause or for punishment. **Participation in the graduation activities is a privilege, not a right.**

COMMUNITY SERVICE PROGRAM

REQUIRED HOURS:

Seniors - 30 works of mercy + 10 SPX hours = 40 total

Juniors - 20 hrs. + 10 SPX hours = 30 total

Sophomores – 15 hrs. + 10 SPX Hours = 25 total

Freshmen – 20 hours total (All 20 may be done for SPX)

SERVICE TO OR WITH PEOPLE

The majority of service involves working directly with people, serving as Christ did. While there may be a few occasions where students will indirectly help others through other means (office work, cleaning), it is required that MOST hours come from direct service to others. Service must be from a non-profit agency such as those listed at the end of this publication. For any other agency or organization to be validly accepted, it must be approved by the Director of Community Service.

VOLUNTEER SERVICE

Community service as a ministry, is a contribution of time and talents in a volunteer capacity. This is work that is not for payment. Many already freely give to family, friends and neighbors. Although it is a requirement of SPX for a student to have the prescribed number of hours in order to graduate, the agency the student chooses, the hours worked, etc. is of the student's choosing.

SUPERVISOR PRESENCE

An adult must be available at the ministry site to supervise, validate your service, and evaluate your ministry. The supervisor should also be available to provide training, support and assistance. Due to liabilities, all ministry work **MUST** be with an adult supervisor.

DEADLINES:

October 10, 2014 – ¼ of hours for the year are due today.

January 9, 2015 – ½ of hours for the year are due today.

February 6, 2015 – ¾ of hours for the year are due today.

April 15, 2015 – **ALL** (40) hours due today for SENIORS!!

May 15, 2015 – **ALL** hours must be turned in today for underclassmen.

Seniors – will jeopardize their chance to participate in the graduation ceremony if their hours are not turned in by April 15, 2015.

SENIORS

MUST complete 30 hours at the following agencies. Hours completed outside of these agencies will NOT be accepted!

St. Felix Pantry
The Rio Grande Food Project
Joy Junction
The Storehouse
St. Vincent DePaul
Good Shepherd Center
St. Martin's Hospitality Center
Barrett House
Catholic Charities
Ronald McDonald House
UNM Hospital – child life program
Presbyterian Hospital – child life program
Habitat For Humanity
Special Olympics NM
Casa Angelica

Archdiocese of Santa Fe parishes/schools and churches of other faiths (schools require prior approval) – teaching religious education, VBS, confirmation, mission trips, etc.

Archdiocese of Santa Fe Pastoral Ministry Projects (Prison ministry, etc.)

New Mexico Right To Life
Birthright

Retirement and Assisted Living Facilities, nursing homes, senior centers, senior Olympics

Amigos De Las Americas

SPX Athletic Training*
SPX DECA*
SPX Retreat Ministry* - as a retreat leader

***Up to a maximum of 20 hours for Freshmen per school year. Up to a maximum of 10 hours for Sophomores, Juniors, and Seniors!**

If an agency is not on the list but you feel fits the criteria for a Corporal/Spiritual work of mercy, you MUST get approval from the Director of Community Service before you start your service at that location.

Seniors who wish to pursue a varsity letter in community service may complete service hours outside of the listed agencies once their 40 required hours are turned in.

Sartan Service Hours -

Students are encouraged to perform service to St. Pius X High School. This service may include, but is not limited to, helping clean the ball fields after school, tutoring after school, Open House, Registration, Broadway Ole, Mardi Gras, Legacy Art ABQ, etc.. All are excellent ways to earn hours while helping out St. Pius X. With the exception of MAD Against Hunger packing day and leading some retreats, **SERVICE HOURS MAY NOT BE COMPLETED DURING THE SCHOOL DAY.** Service hours must be completed outside of school hours in order to qualify for the service hour requirement.

Service to the SPX Athletic Department as trainers, filmers and managers also qualifies for hours. However, as these Athletic Dept. opportunities also qualify for a Varsity Letter in that sport, students **MUST** declare before starting the season whether it will be for a varsity letter or for service hours. They may not claim the same work for both and must be declared by the Director of Community Service.

DECA hours must also be declared in advance as to whether a student will apply them to their required service hours, or towards a varsity letter in student activities for DECA.

RECORDING HOURS

Starting in the fall of 2014 St. Pius will be going paperless! Hours completed during the summer of 2014 should still be recorded on the service hour form for record keeping purposes.

In August of 2014 students will be subscribed and trained to use x2VOL.com to RECORD THEIR OWN service hours. Each student will have their own x2VOL.com account within one month of starting the 2014-2015 school year, and each student will be trained on how to register for x2VOL.com and how to log hours within that first month of school.

Beginning with x2VOL.com, service hours will be administered online. Each individual student will know in real time exactly where he/she stands in his/her hour count. Each student will have, at all times, a record of all hours submitted on x2VOL.com, all hours verified, and all hours accepted. Only hours that are accepted are counted as hours completed for the student. This does not mean that pending hours are void. It does mean that hours submitted but not given final acceptance do not YET count officially toward the number of hours that student has to his/her credit.

STUDENT SERVICES

COMPUTER PASSES

Students may use the computers in the Library for school assignments only when a pass is obtained from the Library prior to 7:55am.

LIBRARY SERVICES

The goal of the library is to provide a place for students and faculty to do research and/or study quietly. Materials are purchased to support and enhance the school curriculum as well as to promote life-long learning skills. Hours of library service are from 7:00am to 5:00pm on school days. Students may use the library during study hall by obtaining a library pass from a Librarian. Depending upon classes scheduled, the library will be open during lunch for quiet study.

Circulating books are checked out for two weeks and may be renewed as needed. Prior to final grades, replacement and processing costs for lost materials will be assessed.

For the convenience of students, a photocopy machine is located in the library. Students are required to purchase a copy card in order to use the copier. Cards may be purchased in the library at any time.

Computers are available in the library for academic work only. Students must have a signed **Acceptable Use Policy** form on file in order to use library computers.

PEER MEDIATION

Peer Mediation is a service available to all students who find themselves in dispute with another student. With trained student mediators, students in conflict are helped through the communication process to resolve their disagreements. Mediation services are arranged through the Counseling Department.

COUNSELING SERVICES

The Counseling Department provides many services for students and their parents. Each student is assigned a counselor for four years. The counselors provide academic, brief personal counseling and college advisement.

Academic counseling includes:

- Monitoring grades through report cards, deficiency notices, and progress reports;
- Meeting with students, teachers, parents and administrators whenever necessary to ensure positive academic progress; and
- Assisting students with course selection and four-year plan preparation.

College advisement, college admission process and confidentiality include:

- Helping students narrow their choices of colleges and courses of study;
- Assisting students who may not plan to pursue a college degree to decide upon a career field;
- Encouraging juniors and seniors to visit with college representatives throughout the school year. (This program helps students become familiar with various colleges throughout the United States); and
- Educating students about college admission requirements, scholarships, financial aid, and areas of specialization.

Counselors support students in their applications to college by: (1) writing letters of recommendations when (a) the required waiver form is signed by student and parent, and (b) appropriate materials are prepared by the student in advance of set deadlines (2) preparing school reports and mid-year reports when requested by the college.

It is the counselor's responsibility to report a student's academic and behavioral qualifications, including student conduct records which may impact the safe environment of the college campus, when preparing school reports and mid-year reports for colleges. As members of the National Association for College Admissions Counseling we adhere to the Statement of Principles of Good Practice which requires this disclosure.

Personal Counseling includes:

- Listening, providing coping skills and problem-solving techniques, and helping students to make the appropriate choices;
- Making outside referrals in those cases which require additional follow-up; and
- Working with students individually, in small groups, and in the classroom.

Several information nights are held throughout the year for students and parents. Communication with teachers is maintained to help ensure the academic and personal success of each student.

CONFIDENTIALITY

Counselors at St. Pius X High School follow the Children's Code provided by New Mexico State law which states:

"A child fourteen years of age or older is presumed to have capacity to consent to treatment without consent of the child's legal custodian, including consent for individual psychotherapy, group psychotherapy, guidance counseling, case management, behavioral therapy, family therapy, counseling, substance abuse treatment or other forms of verbal treatment that do not include aversive interventions." (NM Children's Code, Children's Mental Health and Developmental Disabilities Act Section: 32A-6A-15)

NOTE: At St. Pius X High School, counselors provide guidance and counseling, not psychotherapy or group psychotherapy.

Counselors at St. Pius X High School abide by New Mexico State law providing that children fourteen years of age or older have the right to decide whether or not to disclose information, which states:

"Except as otherwise provided in the Children's Mental Health and Developmental Disabilities Act [32A-6A-1 NMSA 1978], a person shall not, without the authorization of the child, disclose or transmit any confidential information from which a person well-acquainted with the child might recognize the child as the described person or any code, number or other means that could be used to match the child with confidential information regarding the child (NM Children's Code, Children's Mental Health and Developmental Disabilities Act Section: 32A-6A-24 A)

"A child fourteen years of age or older with capacity to consent to disclosure of confidential information shall have the right to consent to disclosure of mental health and habilitation records. A legal custodian who is authorized to make health care decisions for a child has the same rights as the child to request, receive, examine, copy and consent to the disclosure of medical or other health care information when evidence exists that such a child whose consent to disclosure of confidential information is sought does not have capacity to give or withhold valid consent and does not have a treatment guardian appointed by a court. If the legal custodian is not authorized to make decisions for a child under the Children's Mental Health and Developmental Disabilities Act, the person seeking authorization shall petition the court for the appointment of a treatment guardian to make a decision for such a child." (NM Children's Code, Children's Mental Health and Developmental Disabilities Act Section: 32-6A-24 C)

Exceptions:

Authorization from the child shall not be required for the disclosure or transmission of confidential information when the disclosure or transmission:

- is necessary for treatment of the child and is made in response to a request from a clinician;
- is necessary to protect against a clear and substantial risk of imminent serious physical injury or death inflicted by the child on self or another;
- is determined by a clinician not to cause substantial harm to the child and a summary of the child's assessment, treatment plan, progress, discharge plan and other information essential to the child's treatment is made to a child's legal custodian or guardian ad litem;

- is to the primary caregiver of the child and the information disclosed was necessary for the continuity of the child's treatment in the judgment of the treating clinician who discloses the information;
- is to an insurer contractually obligated to pay part or all of the expenses relating to the treatment of the child at the residential facility. The information disclosed shall be limited to data identifying the child, facility and treating or supervising physician and the dates and duration of the residential treatment. It shall not be a defense to an insurer's obligation to pay that the information relating to the residential treatment of the child, apart from information disclosed pursuant to this section, has not been disclosed to the insurer;
- is to a protection and advocacy representative pursuant to the federal Developmental Disabilities Assistance and Bill of Rights Act and the federal Protection and Advocacy for Mentally Ill Individuals Amendments Act of 1991; and
- is pursuant to a court order.

STUDENT/PARENT COMMUNICATION:

Counselors at St. Pius X High School respect the inherent rights and responsibilities of parents for their children and endeavor to establish appropriate and collaborative relationships with parents and students (ASCA Code of Ethics).

As appropriate, counselors provide parents with accurate and relevant information as consistent within the limits of confidentiality (ASCA Code of Ethics).

It is always the goal of each St. Pius X High School counselor to work with the student to bring the parents into the communication process regarding all areas of a student's life. As directed by New Mexico State law, a counselor will never disclose information to a parent/guardian without student consent; however counselors will make every effort to encourage and to help the student to disclose information to a parent/guardian.

ABORTION

Since abortion is a threat to a human life, we will act on the directive of the Shepherd of the Catholic Church in the Archdiocese of Santa Fe, Archbishop Michael J. Sheehan. Consequently, counselors at St. Pius X High School will notify the parents regarding a student's intent to seek an abortion.

PREGNANCY

At St. Pius X High School the moral teachings of the Catholic Church, including the value of pre-marital chastity, are upheld. While St. Pius X does not condone unwed pregnancy or pre-marital sex, it is compelled as a Catholic school to protect the sacred gift of the life that is present in this unborn child. All at St. Pius X High School are called to extend Christian love and compassion to those involved in the pregnancy. This is a delicate situation; some hold that allowing a pregnant student to remain in school glorifies the pregnancy. This is not our role, nor our intent. Pregnant students, inclusive of prospective fathers, are allowed to stay in school throughout the pregnancy. School administrators, counselors, teachers, staff and students will act with understanding and will work with the student to choose to bring the child to full term rather than to choose abortion. We will also work with the student who discloses that she is pregnant in order to make certain that the parents of this student are informed in a timely way.

CONFIDENTIALITY POLICY AND AGREEMENT FORM

All students enrolled at St. Pius X High School must have a Confidentiality Policy and Agreement Form signed by the student and his or her parent/guardian by the Friday following the Student Orientation Day at the beginning of the school year. Students enrolling in St. Pius X High School after this date must have a Confidentiality Policy and Agreement Form signed by the student and his or her parent/guardian by the first day the student attends class.

INFORMED CONSENT/DISCLOSURE STATEMENT

When the counselor holds the first meeting with his or her students who are new to St. Pius X High School, either as an incoming freshman or as a transfer student, information regarding informed consent is reviewed with the student. At this time the student is informed that **confidentiality does not cover situations that threaten the life and well-being of the student or any other person and this information will be disclosed to the appropriate person(s).** The student and the counselor sign and date the "Informed Consent" form. This form is kept on file with the counselor assigned to this student.

DEMOGRAPHIC INFORMATION

The names, addresses, telephone numbers and occupations of parent/guardian will only be used by school-sanctioned organizations, administration and staff, and at the discretion of the Principal. School-sanctioned organizations are the Consultative Council, Foundation Board, Parents' Association, Athletic Boosters, Fine Arts Boosters, Alumni Association and the Advancement Office.

STUDENT DIRECTORY

Each year the Student Directory is published electronically on Edline. It includes the name, address, phone number, e-mail addresses and parent/guardian name. If a parent/guardian or student does not want this information included in the directory, please notify the Registrar by August 15th. As a confidential document, the directory is available only to current members of the St. Pius X community as a communication convenience and shall not be used to promote personal business or political interests.

CHANGE OF ADDRESS

Parent/guardian must notify the Registrar in the Records Office, in the Main Office, immediately of any change of guardian, address, email address or telephone numbers, including cell phone numbers, work and home telephone numbers. It is imperative that this information be up to date for the emergency notification system to function properly.

STUDENT ACTIVITIES

STUDENT COUNCIL

Student Council represents the students in all areas of student life, and it consults with the Activities Director and the Student Council Moderator on these matters. The Student Council also coordinates school-wide activities as a service to St. Pius X students.

Student body and class officers are selected by the election process under the auspices of Student Council. All class activities are organized and run by the class officers in conjunction with the members of the faculty serving as class moderators. Meetings are held weekly and are open to all St. Pius X students and faculty.

CAMPUS MINISTRY

Campus Ministry involves the many dimensions of faith and Catholic Christian service at St. Pius X High School. These include retreats, reconciliation and prayer services. The Campus Ministry Team consists of a group of students and faculty who plan and carry out these activities.

EXTRA-CURRICULAR ACTIVITIES

St. Pius X High School strives to develop well-rounded individuals. In addition to our academic standards, we offer many extra-curricular clubs and organizations.

All clubs and organizations must be authorized by the administration and the Student Council. All clubs must be chartered through the Activities Director, Student Council, and the Administration. Club charter forms and the steps needed for a charter are available in the Activities Office.

Fundraising for St. Pius X activities is provided by the annual Student Raffle. Therefore, any additional fundraising projects must be submitted in writing for approval by the Administration.

Groups wishing to sponsor an activity not published on the official St. Pius X calendar must procure an Activity Request form from the Activities Director and return the completed form no later than two weeks prior to the event. No event is to take place unless it has been properly scheduled with the Activities Director and is approved by the Administration.

Parent and faculty chaperones are required for social events sponsored by student organizations.

DANCES AND SOCIAL EVENTS

School social events are restricted to St. Pius X students with a valid St. Pius X ID. Any exceptions must have the explicit written permission of the Activities Director.

To be admitted to St. Pius X dances, students must arrive within one hour of the start of the event. Once admitted, students must remain at the event and will be allowed to leave one half hour prior to the end of the event. When students are permitted to leave, they will not be readmitted. After the students leave, parking lots and other areas on campus, or the event site, must be vacated promptly.

Non-St. Pius X dates must be under the age of 21. Middle school students are not allowed to attend dances. In addition, to attend St. Pius X Homecoming, Winter Ball or Prom, the “Non-Pius Date Form” must be returned to the **Activities Office** nine calendar days prior to the date of the event. The administration determines guest eligibility and notifies the St. Pius X student whose guest is not approved. All guests must present a valid picture ID at the event for admission. Guests must abide by all St. Pius X rules and policies while in attendance at the dance.

Proper, modest and tasteful dress is required for admission to all St. Pius X social events. Moreover, all school rules remain in effect. Modest and appropriate dancing is mandatory. Specific guidelines regarding dress and conduct will be posted on Edline before each event. Students and guests who are dancing or behaving inappropriately will be removed from the dance and parents will be called. Students and guests attending are subject to drug and alcohol testing.

COST FOR ADMISSION TO EVENTS

Drama productions and on campus regular season athletic events are FREE to St. Pius X students with a St. Pius X ID. Without the ID they must pay regular student price at the door. Post season games and off campus events may require a fee.

The following events require a valid St. Pius X ID and a fee for admission:

- Welcome Back Luau
- Black and Gold Bazaar & Bonfire
- MORP
- Talent Show
- Broadway Olé (Admission cost to be determined)

Homecoming, Winter Ball and Prom ticket prices are set by the Activities Director.

ATHLETICS

St. Pius X High School is an educational institution designed and established for the purpose of teaching, instructing, and guiding young men and women according to the precepts of the Roman Catholic Church. This philosophy is an integral part of our interscholastic athletic program. It provides opportunities for students’ physical and mental development through their participation in an athletic program, including both individual and team sports (interscholastic and intramural), where emphasis is on the learning experience of the athlete. It seeks to promote the following values: pride in achievement, appreciation of team effort, hard work, fair play, respect for the rules of the game, respect for others, discipline and self-control.

The Athletic Department enforces a general set of rules and standards of behavior for all athletes who are members of a St. Pius X athletic team consistent with the rules of St. Pius X High School. In addition, a coach/moderator, with the approval of the Athletic Director, may choose to enforce an additional set of rules and standards of behavior specific to each sport. Consult the appropriate coach/moderator.

When a student or parents/guardians have a concern with a member of the coaching staff, he/she must first meet with the coach. If this meeting does not produce satisfactory results, the student or parents/guardians should schedule a meeting with the Athletic Director to resolve the situation.

To encourage students to meet with teachers during the after school tutoring time, athletic practices begin no sooner than 3:30 p.m.

POLICY FOR PRACTICES DURING CHRISTMAS AND SPRING BREAK

Practices may be scheduled by coaches and directors during these holidays if the team or performing group has an official competition within one week of the time that we return from the holidays. Refer to the athletic and fine arts handbooks for clarification.

INTERSCHOLASTIC PROGRAM

St. Pius X is a member of District 5AAAA which serves both boys and girls sports program. Interscholastic competition is held in the following sports:

BOYS

Baseball
Basketball
Cross Country
Football
Golf
Soccer
Swimming
Tennis
Track & Field
Wrestling

GIRLS

Basketball
Cross Country
Golf
Soccer
Softball
Swimming
Tennis
Track & Field
Volleyball
Cheerleading
Drill Team

USE OF SCHOOL NAME FOR CLUB SPORTS

If a club sport team wishes to use the school's name, that club team must meet all athletic department, school and archdiocesan and legal requirements. If any organization wishes to use the St. Pius X High School name, it must meet with the school's Athletic Director for approval.

SPORTSMANSHIP CODE

St. Pius X High School establishes its own standard of sportsmanship. Students, athletes, parents/guardians, and spectators should exhibit good sportsmanship at all times.

Fans and team members are expected to:

- Remember that they are part of the St. Pius X community and should reflect its values.
- Learn the rules of the game and accept the decisions of the officials.
- Refrain from going onto the court or field at any time.
- Refrain from making abusive remarks, using unacceptable language, or engaging in provocative behavior.
- Be gracious in both victory and defeat.
- Commend those concerned for fine play, hard work and effort, and sportsmanlike behavior.
- Strive to create a wholesome, non-intimidating environment for athletic events which keeps competition in its proper perspective.

SPORTSMANSHIP

St. Pius X High School has its own established standard of sportsmanship. We expect participants, student-athletes, parents and spectators to exhibit good sportsmanship at all our events. We strive to create a wholesome, non-intimidating environment for all our athletic competitions. To accomplish this:

- Learn the rules of the game and accept the decision of the officials.
- Do not make abusive remarks, use unacceptable language or engage in provocative behavior.
- Do not walk on-to the court or playing field.
- Commend our opponents for fine play, hard work and effort, and their sportsmanlike behavior.
- Be gracious in victory and in defeat.

STUDENT-ATHLETES**Responsibilities:**

The Athletic Department enforces a general set of rules and standards of behavior for all athletes who are members of a St. Pius X athletic team. These are on file in the Athletic Department office. In addition, a coach/moderator, with the approval of the Athletic Director, may choose to enforce a more stringent set of rules and standards of behavior.

St. Pius X Student athletes are representatives of the institution and should conduct themselves accordingly. With this in mind, student athletes are required to:

- Read and understand the over-all philosophy, mission, and goals of the St. Pius X Athletic Program as noted.
- Strive to be a productive member of the St. Pius X community.
- Behave in a manner that will not embarrass themselves, their team, or St. Pius X High School. This includes conduct during the season, during the off-season, on campus, and off campus.
- Exhibit good sportsmanship at all times and follow the Sportsmanship Code.
- Realize that it is an honor and a privilege to represent a St. Pius X athletic team.

- Have medical clearance to participate.
- Be in good academic standing. (See requirements)
- Meet all NMAA eligibility requirements.
- Inform parents or guardians of team rules, regulations, and practice times.
- Be at all practices and games on time, unless an emergency arises.
- Be responsible for all lockers, locks, equipment, and supplies issued to them.
- Follow all specific team rules, regulations, and guidelines.
- Follow all Athletic Department rules for all teams.
- Adhere to the responsibilities listed in their handbook.
- Abide by all policies, rules, and regulations as set forth in the **St. Pius X High School Student and Parent Handbook and those set forth by the NMAA.**
- Be role models for others in the school to follow and emulate.
- Understand hazing in any manner is not acceptable or tolerated.

DISCIPLINE

During the season, the designated coach of a particular St. Pius X athletic team is responsible for the discipline of the members of that team. The coach decides who will belong to the team, who will participate in any part of a game, match or meet, scheduled or not. The Coach is responsible for any matter usually associated with the athletic activities of the team.

- The coach enforces school rules and sets an example for the team.
- The coach is responsible for overall team discipline, behavior and the atmosphere created by his/her team on and off the playing field or court. The coach administers appropriate disciplinary consequences when rules are violated.
- Additional disciplinary action may be taken at the discretion of the Director of Athletics, Dean of Students or Principal.
- Any discipline reports received from another institution, the NMAA, or the district pertaining to a St. Pius X athletic participant, coach or team will be referred to the Director of Athletics.

Student-athletes will be suspended for one, or more, athletic contest(s) as determined by the Coach and/or the Director of Athletics for the following infractions:

- Any ejection from a game. (This is mandated by the NMAA.)
- Any fighting whatsoever.
- Failure to obtain medical clearance to participate in athletics.
- Failure to comply with eligibility requirements.
- Any unsportsmanlike conduct which embarrasses St. Pius X High School during or after an event on or off campus.
- Any conduct whatsoever deemed to be embarrassing and detrimental to St. Pius X High School. The Head Coach and Director of Athletics will determine the gravity of the violation in consultation with the Dean of Students and Principal if necessary.
- Any negative conduct or violation determined by the NMAA and/or District 5AAAA to warrant a one game suspension.

Repeated violations of a serious nature may result in further game suspensions and possible termination from athletic teams.

If an athlete is terminated from a team for misconduct or academic reasons, or if a player voluntarily quits a team, after having been chosen for the team, he/she will not be allowed to participate in an upcoming sport until after the team's last regular season game. Participation in the next sport includes all off-season and preseason team activities. Exceptions may only be made by the Director of Athletics.

TRYOUTS AND CUTTING PROCESS

Some SPX teams have tryouts and a cut process. Coaches will evaluate the athlete's ability and potential during the tryout period and will make the final decisions in determining who will make the team. Athletes who are cut from a team are invited to participate in a 'no-cut' sport in that current season, and can contact the Athletic Department about those opportunities. Further details are outlined in the SPX Athletic Handbook located on Edline.

PLAYING TIME

Student–Athletes must understand that participation in an athletic program at St. Pius X High School is an honor and privilege. The C and JV teams are primarily developmental squads. While not all athletes can be guaranteed equal playing time at these levels, the main objective is to give as many student-athletes as possible the opportunity to gain experience and improve their skills.

We hope that our Varsity teams can be as competitive as possible without sacrificing fairness and sportsmanship. We want as many student-athletes as possible to get a chance to play at the varsity level. At the varsity level playing time is NOT a negotiable issue, no

one is guaranteed playing time. The player and parents must understand this fact. Playing time at any level is not guaranteed or negotiable.

PARENTS AND SUPPORTERS

To be successful, St. Pius X High School student-athletes need the support and participation of their parents and fans. We are grateful for the support they give all of our athletic endeavors. Their attendance at athletic competitions encourages our athletes to do their best. Moreover, we appreciate the effort of those parents and supporters who help run such activities and events, such as Booster Club activities, concessions, ticket sellers and takers, scorers, and monitors.

STANDARDS OF BEHAVIOR FOR PARENTS AND FANS

- Parents and fans should exhibit good sportsmanship at all athletic events. Fighting, taunting, trash talking, harassment of officials or use of foul language are prohibited.
- Parents and fans are not allowed to approach a team bench to talk to a coach / moderator before, during or after an athletic contest about a concern they might have. To voice a concern, parents should call the coach/moderator for an appointment. This guideline will be strictly enforced.
- Anyone, including a parent/guardian or fan, who berates, insults, or abuses a teacher, administrator, coach or any person in attendance, will be excused from the event, home or away, and may be banned from future attendance.
- Anyone, including a parent/guardian or fan, which berates insults or abuses a teacher, administrator, coach or any person, at a St. Pius athletic function may cause the athlete of the parent/guardian to be terminated from the team and from participation in athletics at St. Pius.
- Should the actions of a parent or guardian become so intolerable and disruptive that the effectiveness of the school, acting in "loco parentis" is diminished, it might necessitate the dismissal of the student-athlete from participation in athletics or even expulsion from St. Pius X High School. The Director of Athletics shall be responsible for recommending dismissal or expulsion to the School's Administration.

GENERAL BEHAVIOR

- Parents and athletes are expected to abide by all policies, rules, and regulations as set forth in the 2014-2015 St. Pius X High School Student and Parent Handbook.
- Athletes are expected to be productive members of the St. Pius X community and to make personal sacrifices for the good of the school.
- Playing sports at St. Pius X High School is an honor and a privilege. An athlete shall at all times behave in a manner that will not embarrass him or herself, his or her team, or St. Pius X. This includes conduct during the season, during the off-season, on campus, and off campus. Violation of this rule will subject the athlete to expulsion or suspension from the team. The decision of the Head Coach and the Athletic Director is final.
- Athletes must return all equipment issued to them prior to their participation in another athletic program. No athlete who is graduating or leaving the school will be granted grades or transcripts until all equipment is returned.
- An athlete will exhibit good sportsmanship at all times. This mandate includes, but is not limited to, no fighting (whatever the provocation), taunting, trash-talking, haranguing the referees, and foul language.
- A parent shall not approach a team bench or talk to a coach/moderator during, before, or after an athletic contest. If a parent needs to communicate a concern to a coach/moderator, he/she should call beforehand to make an appointment to see and talk to the coach/moderator, the **rule of "24 "** or twenty-four hours after a concern has arisen. This guideline will be strictly adhered to and enforced.
- Under normal circumstances, a student is not to be deprived of a Catholic education on grounds relating to the attitude of parents/guardians; nevertheless, it is recognized that a situation could arise in which the uncooperative or disruptive attitude of parents/guardians might so diminish the effectiveness of the school in acting in "loco parentis" that continuation of the student at St. Pius X could be morally impossible. Any parent, guardian, or other person who insults or abuses any teacher, in the presence of other school personnel or students, at a place which is on school premises, or at some place where a teacher is required to be in connection with assigned activities.

ALCOHOL, DRUGS, AND TOBACCO PRODUCTS

Participating in interscholastic athletics at St. Pius X is a voluntary extra-curricular activity. It is also an honor and a privilege. When a student chooses and is selected to be a member of a St. Pius X team, that student realizes that he/she must abide by the Athletic Department's policy on alcohol, drugs and tobacco. A pledge to abide by our rules is especially serious because we are a Catholic institution.

An athlete, trying out or participating in a sport at St. Pius X must abide by our rules governing the use of alcohol, drugs and tobacco.

- Any involvement with the **purchase, possession, distribution, or the use of alcoholic beverages, drugs, or tobacco products**

during pre-season, season or post-season, on or off school premises, will result in immediate suspension from participating in athletics.

- It is an athlete's **sole responsibility** to prevent these situations from occurring and to avoid situations that do occur. The Director of Athletics will make final determination of the extent of the involvement by the student-athlete and proper ensuing consequences. Please refer to individual team rules.
- Athletes will also incur consequences set forth by St. Pius X High School policy.

MEDICAL ELIGIBILITY

All student-athletes must have medical clearance to participate or compete in interscholastic athletics. The following statement from the New Mexico Activities Association Handbook;

INTERSCHOLASTIC ELIGIBILITY: PHYSICAL FITNESS -The student must be physically fit. The fitness must be based on a physical examination of the Student occurring on or after May 20th and must be verified in writing by a licensed medical/osteopathic physician/physician assistant or nurse practitioner to the extent authorized by their practice act and licensing authority. The physical is considered valid through the following school year. A student must have a current physical on file for any participation outside of the school day (pre-season, in-season, off-season, summer). The certificate of examination must be on file in the member school office. This requirement also applies to cheer and drill participants.

Before the start of pre-season, season, post-season workouts for the various teams, the student athlete must have his / her physical form packet to the school nurse for review. The Athletic Trainer will keep on file a copy of the physical form packet of every student athlete who participates in a sport during the current school year. The Athletic Trainer will maintain a current list of those student athletes medically eligible to participate.

ACADEMIC ELIGIBILITY

To be eligible to participate/perform in sports and extra-curricular activities sponsored by St. Pius X, a student-athlete must abide by the scholastic requirements defined by St. Pius X High School. These requirements are in compliance with the New Mexico Activities Association (NMAA).

A student-athlete must pass all classes and have a Grade Point Average (GPA) of 2.0 or better for the immediate previous grading quarter. A student-athlete who does not meet this requirement will remain ineligible until the next quarter. If an athlete is ineligible after the fourth quarter or second semester, they will not be allowed to participate in team activities during the summer. (i.e., camps, clinics, or any team related activities).

A student-athlete must have a GPA of 2.0 in the previous and current quarter in order to participate for a sport during pre-season, season or post-season. If the student-athletes GPA for the previous quarter is below the required minimum, he/she is ineligible.

If the quarter ends in the middle of the season, the coach of that team has the discretion of allowing a player to tryout once his/her grades have risen to an acceptable level at the end of that quarter.

At St. Pius X the GPA is based on a 4.0 scale. St. Pius X students are required to take a minimum of six (6) classes. The student-athlete must take courses that allow him/her to graduate on time.

Any student-athlete who fails only one (1) class at the end of the quarter grading period, but passes the other classes and has a 2.0 GPA, will be ineligible for ten (10) school days. At the end of the ten day period the Assistant Principal of Academics will ascertain whether the student-athlete has improved his/her work to a satisfactory level. If not, a final check will be made five (5) school days later to determine eligibility.

Make-up work is the student-athlete's responsibility. Student-athletes who will miss class, for any athletic or extra-curricular activity, has the responsibility of making arrangements with their teachers regarding tests and homework prior to their absence.

On the first day of pre-season, season and post-season workouts, coaches will make a list, alphabetically by grade, of the student-athletes present. The list should include full name and year in school. The completed list is given to the Athletic Department Administrative Assistant to send it directly to the office of the Assistant Principal-Academics for academic eligibility clearance. A list will also be sent to the Athletic Trainer.

If an athlete is asked to leave a team before the end of the season for failure to maintain academic eligibility, he/she will not be allowed to participate in any pre-season, season or post-season workouts, until after the last regular season game of the team from which he/she was dismissed. This includes official NMAA preseason tryouts and workout activities.

SAFETY POLICIES AND PROCEDURES

CLOSED CAMPUS

St. Pius X is a CLOSED CAMPUS. Students may not leave the grounds during the day. The only exception is the open lunch privilege for seniors on certain days, if that privilege is granted by the administration. Friends of St. Pius X students or students from other schools are not allowed on campus at any time during the day.

PARKING LOT

During the school day, students are not allowed to go to their cars without permission from the Dean of Students. Teachers may not dismiss students from their rooms to the parking lot. Students must leave the school parking lot by 3:30 p.m.

IDENTIFICATION CARD

All students must wear their St. Pius X ID card. The ID must be visible, either clipped to a student's shirt collar or worn on a lanyard around the neck from the time the student arrives on campus until 3:15pm. After school hours and at school sponsored activities, students must be able to present their ID when requested. Students who do not present their current school ID at activity events will be charged the full cost of admission. Lost/damaged ID cards must be replaced for \$10.00 in the Activities Office.

LIBRARY

The Library hours are 7:00am to 5:00pm. All students waiting for rides must be picked up by 5:00pm. Use of cell phones and other electronic equipment is never allowed in the Library.

LIGHTNING ALARM

When the lightning alarm sounds, everyone on campus must seek shelter indoors and must not go outside until the "all clear" signal is given. The flashing light will stop and there will be three loud blasts to give a "clear" signal. The alarm is located on the top of the gymnasium. A flashing light indicates that there is still danger. During the lunch hours, students must proceed to the cafeteria or the gym lobby, whichever is closer. During sports' events, everyone must proceed to the gym.

EMERGENCY PROCEDURES

Students and staff will be trained in emergency procedures such as fire alarms and lock-down situations throughout the school year. Students will be instructed on how to conduct themselves during these situations. Students must not use cell phones or other electronic equipment, unless authorized by the Principal.

Parents will be notified by our emergency notification system in the event of a safety drill or emergency situation. Parents may also receive information by dialing 311. Parents are asked not to come to campus during an emergency to avoid interfering with the work of emergency personnel.

EVACUATION PROCEDURES

When it is necessary to evacuate the school, all students will be escorted to St. Joseph on the Rio Grande Church that is located west of our campus. Parents will be notified by our emergency notification system and public service announcements on radio and television. Parents are encouraged to call 311 for updates on all emergency situations. If it is determined by the administration that students must be dismissed from this location, a parent/guardian will be responsible for picking up their student.

HARASSMENT POLICY

ST. PIUS X HARASSMENT POLICY

St. Pius X High School strives to maintain a community which is free of all forms of intimidation and harassment. The work and learning environment fostered by St. Pius X must be one in which all individuals are free to develop relationships, work and learn without fear of intimidation, humiliation and degradation from the unwanted and unacceptable behavior of another which is intended to or has the effect of harassing, denigrating or intimidating the listener on the basis of personal, immutable characteristics including, but not limited to race, color, religion, gender, national origin, age or disability.

Although the determination of what constitutes harassment may vary with the particular circumstances, it can be described generally to include verbal and/or non-verbal forms of conduct or communication or physical contact which are intended to, or which have the effect of degrading, humiliating, intimidating or threatening another. Any such words, conduct or threats constitutes gross misconduct and will not be tolerated. In such cases, even a single incident will establish grounds for the severest disciplinary action, to include suspension and/or expulsion.

This policy is not to be construed in such a way as to suppress respectful thought, study or discussion concerning controversial issues. The purpose of the policy is to prohibit harassment, as defined above, in order that each member of the St. Pius X community has an equal opportunity to work, learn and develop to his or her fullest potential.

Social Media

As defined by the National Crime Prevention Council (www.ncpc.org), cyber bullying is: *“the process of using the Internet, cell phones or other devices to send or post text or images intended to hurt or embarrass another person.”* However, a more specific definition of cyber bullying is limited to acts committed by a child, pre-teen, or teen against another child, pre-teen or teen. Adults who engage in this behavior are accused of cyber harassment or cyberstalking. When adults are involved in electronic harassment, it is not called cyberbullying (NCEA, 2011, p. 27).

If a student or adult posts morally objectionable material or presents others, including the school, in a false and damaging light, disciplinary action will be taken, which may include dismissal from the school.

Use of social media on campus is only allowed during the school day on the school network for school related business when supervised by a classroom teacher.

Any student, faculty, or staff member suffering abuse in violation of the above policy at the hands of a student or students, parent/guardian or any member of the faculty or staff is urged to bring the matter to the attention of an appropriate school official. Harassment is prohibited by law.

“It is the duty of the students, parents and school to create a social climate which is characterized by courtesy, honesty, pride in one’s work and achievement, and which is conducive to the exercise of respect for others and their property.” (See Disciplinary Philosophy, p. 8).

St. Pius X High School is required to follow the Archdiocese of Santa Fe Harassment Policy as follows:

ARCHDIOCESE OF SANTA FE HARASSMENT POLICY

The Archdiocese of Santa Fe will not tolerate harassment by or toward employees, students, volunteers, or parents/guardians. Harassment is unacceptable conduct, is prohibited by law, and is contrary to Christian principles. The Catholic school makes every effort to protect its students from harassment by adults and other students. Due care must be exercised to ensure that the school is free from all forms of harassment.

Definition

As it is used here, “harassment” means to knowingly use a form of conduct that is intended to annoy, seriously alarm, or terrorize another person and which serves no lawful purpose. The conduct must be such that it would cause a reasonable person to suffer substantial emotional distress (NMSA 30-3A-2, Harassment and Stalking Act). Anyone who engages in such behavior is in violation of this policy when on school property, at school-sanctioned activities, or in vehicles dispatched for school purposes.

Student Harassment

No student may employ such conduct, verbal or physical, that denigrates, intimidates, threatens, or show hostility or aversion toward another student or a priest/pastor, teacher, administrator, coach, or other employee. Such behavior may include, but is not limited to, making comments or remarks directly or indirectly, threatening violent action toward, name-calling, staring, glaring, or gestures (whether obscene or not) or other expressive behaviors which have the purpose or effect of creating an intimidating, hostile, or offensive academic environment, interfering with a student’s academic performance, or otherwise adversely affecting an individual’s academic opportunities.

Parent/Guardian Harassment

Such behavior may include, but is not limited to, a parent/guardian or other person who upbraids, insults, or abuses a priest/pastor, teacher, administrator, coach, student, volunteer, or school employee in the presence or hearing, of a student or other individual at a place which is on or off school premises if the individual is required to be at that place in connection with assigned school activities.

Sexual Harassment

Sexual harassment includes, but is not limited to, threatening adverse actions if sexual favors are not granted; promising preferential treatment in return for sexual favors; unwanted and unnecessary physical contact; a pattern of offensive remarks, including unwelcome comments about appearance, obscene jokes, or other inappropriate use of sexually explicit or offensive language; the display of sexually

suggestive objects or pictures; and unwelcome sexual advances by vendors or other visitors if the advances are condoned explicitly or implicitly by the school.

Harassment on the Basis of Race, Color, Religion, National Origin, Age or Disability

Such harassment would include verbal or physical conduct that denigrates, intimidates, or shows hostility or aversion toward an individual because of his/her race, color, religion, gender, national origin, age, or disability or that of his/her relatives, friends, or associates, and that: (1) has the purpose or effect of creating an intimidating, hostile, or offensive environment; (2) has the purpose or effect of unreasonably interfering with the educational environment; or (3) otherwise adversely affects student's ability to attend school.

Reporting Harassment

Any student who feels that he/she is a victim of harassment shall promptly bring the problem, in writing, to the attention of the Principal. If the student is uncomfortable for any reason with discussing the matter with the Principal, he/she may report the matter, in writing, to the pastor or superintendent. Retaliation in any form against an employee, student, or parent/guardian who exercises his or her right to make a complaint under this policy is strictly prohibited, and will, in itself, be cause for disciplinary action.

Note: All complaints involving any form of sexual harassment must be reported to the Superintendent and the Vice-Chancellor/Case Manager at the Catholic Center.

Investigation of Allegations

The school must make every effort to educate the school community about its intolerance of harassment. Administration (or the pastor or superintendent) shall investigate all formal (i.e., written) allegations of harassment promptly and in a confidential manner. To ensure due process, all persons involved must have an opportunity to be heard. The investigation will proceed and be documented following the instructions in PER-420, Conflict Resolution. If the complainant is not satisfied after bringing the matter to the attention of the Principal, he/she may use the appeals process outlined in PER-420, #3. Any allegation of sexual harassment must be reported to the archdiocesan case manager at the Catholic Center.

Policy Enforcement

Any student or employee who is found, as a result of an investigation, to have engaged in harassment in violation of this policy will be subject to appropriate disciplinary action up to and including the student's expulsion or the employee's termination. In the case of a parent/guardian, the archdiocese makes every attempt not to deprive a child of a Catholic education because of the attitude of a parent/guardian; nevertheless, if his/her uncooperative or disruptive attitude so diminishes the effectiveness of the school that allowing the student to remain enrolled is impossible, the student may be disenrolled. Anyone found to have filed false or frivolous charges will also be subject to disciplinary action, up to and including expulsion/termination.

In the event that law enforcement personnel become involved in a criminal investigation of harassment charges, parish, school, and archdiocesan authorities are expected to cooperate fully with the investigation. Confidentiality will be maintained in all investigations and only those persons with a "need to know" will be informed about the investigation.

Bullying and Hazing

Bullying/harassing behaviors can include, but are not limited to teasing, poking, biting, and hitting, or extorting money, food, favors, or other possessions from another person, whether it is persistent behavior or a single serious act. Further, such behaviors can range from mild to severe and include physical, verbal, written, or graphic aggression as well as social isolation and alienation. It includes, but is not limited to epithets, slurs, stereotyping, name-calling, insensitive, or vulgar comments, as well as written or graphic material that is circulated within the school or placed on walls, bulletin boards, or elsewhere for public display. Students who are determined to have engaged in the various forms of conduct referenced here will be subject to progressive discipline, from mandatory counseling to suspension from participation in school-related activities and privileges, and disciplinary sanctions up to and including expulsion.

No hazing or team hazing will be tolerated at any time. Consequences of hazing may range from incurrence of a major infraction to suspension or expulsion.

GENERAL DISCIPLINE

Students at St. Pius X High School are expected to display good Catholic values and behavior, as our Sartan Creed declares. Students and staff members of its community will be treated with respect and dignity as Jesus Christ has commanded. The rules and policies set forth

have been developed to provide a safe and orderly environment during school and school-sponsored activities. Good Christian manners and behavior will lead to an environment in which learning and good work habits nurture development of the whole person--- body, mind and spirit.

While the school endeavors to follow the progressive discipline policy set out below, the decision of whether to apply progressive discipline will be made on a case-by-case basis depending on the actions and events at issue. The Administration reserves the right to apply immediate and severe consequences, including expulsion, where it deems such consequences appropriate. Failure to comply with the rules of St. Pius X High School may result in, but not be limited to, the following:

ELECTRONIC EQUIPMENT POLICY

We believe the academic process is our top priority. Technology is a privilege, not a right. St. Pius X High School reserves the right to monitor, access, retrieve, read and disclose information to proper authorities. Listed below are the guidelines regarding the use of electronic equipment:

- Cell phones or any personal electronic equipment **may not be visible or turned on inside buildings at ANY TIME. Electronic readers are permissible in the classroom under the direct supervision of the teacher.**
- If it is determined that a student has used a cell phone during the school day, the student will be issued a one hour detention.
- Cell phones or other electronic equipment **may not be used OUTSIDE during the school day from 8:00am to 3:00pm.**
- Laptops and/or I-Pads are allowed only as required by an approved Accommodations Plan to be used solely for educational purposes. The school will not be responsible for loss or damage.

CONSEQUENCES FOR FAILURE TO ADHERE TO ELECTRONIC EQUIPMENT POLICY

1st Violation

The item will be confiscated (regardless of which student owns the item) and may be retrieved in the Main Office **ONLY** by the parent/guardian of the student who owns the item. In addition, the student will be issued a one hour detention to be served on the day of the violation.

2nd Violation

The item will be confiscated until the last day of the current semester (regardless of which student owns the item). After authorization by the Dean of Students, the item may be retrieved by the student in the Main Office on the last day of the semester. In addition, the student will be issued a one hour detention to be served on the day of the violation.

3rd Violation

The item will be confiscated until the last day of the current semester (regardless of which student owns the item) and the student will receive a Major Infraction resulting in a Saturday School. This also includes subsequent violations.

IMPORTANT NOTE: If a student resists confiscation of electronic equipment, a Major Infraction will be issued resulting in a Saturday School.

IN-CLASS DISRUPTIONS

Each teacher sets specific procedures and rules for the classroom which have the force and effect of school rules.

- If a student disrupts class, the teacher may have the student serve a “teacher detention” in his/her classroom before or after school, at the teacher’s convenience, to discuss the infraction.
- If a second class disruption occurs, then the teacher will call the parent/guardian with the student present to discuss the situation and a one-hour detention is issued.
- If a third class disruption occurs, the counselor is notified and a meeting will be set up between the teacher, the student, parent/guardian and counselor. At this time a Saturday School Detention is issued.

DETENTIONS

Detentions issued are served the same day they are issued from 3:15pm to 4:15pm, except Wednesdays. Detention has priority over any school activity or other appointment. A one day exception to this will be considered if a student has a scheduled St. Pius X sports game, St. Pius X performance or a pre-scheduled medical appointment with doctor’s note required. Practices and rehearsals are **not** included in this exception. Students must arrive prior to 3:15pm with their ID and in dress code. Students sit silently and are courteous and compliant to the monitor. Non-compliance during detention, absence from detention, or being late to detention results **in an additional one hour detention.**

Any staff member may issue a one hour detention. They include, but are not limited to the following:

- Not wearing school ID;
- Dress code violations;
- Littering;
- Disruptive and/or vulgar language;
- Misconduct at activities or at lunch;
- Failure to serve Teacher Detention or HASP;
- Public display of affection (PDA);and
- Being in a restricted area (grass, halls at lunch, hallways without a pass, etc.).

SATURDAY SCHOOL

Saturday School is held on an as-needed basis. Each student is charged a \$50 fee. It is held from 8am to 12pm. Students will be assigned Saturday School by the Dean's office. Saturday School has priority over any school activity or other appointment. Students must arrive on time and be in uniform. They will sit silently and be courteous and compliant to the monitor. Non-compliance, absence from or being late will lead to an additional Saturday School. (Documented illness is the only acceptable reason for missing Saturday School.)

The first hour will be dedicated to writing a reflection paper on why the student has earned a Saturday School. The last three hours will be silent study.

The following behaviors will result in a Saturday School. This list includes but is not limited to, the following:

- Alcohol/drug possession and/or paraphernalia (See Substance Use/Abuse Policy);
- Tobacco and/or paraphernalia;
- Vandalism;
- Fighting;
- Lying/Dishonesty;
- Theft;
- Cheating or Plagiarism;
- Stealing;
- Forgery;
- Obtaining unauthorized test material;
- Truancy (including assemblies and school-wide Masses);
- Threatening/endangering behavior to staff/students;
- Disrespect to staff/students;
- Use/possession of materials that may be harmful or disruptive;
- Being off-campus during school hours without permission;
- Gang affiliation/gang-related actions;
- Bomb threats, fake fire alarms;
- Use and/or possession of weapons or facsimiles including laser pens;
- Sexual harassment, harassment, bullying;
- Misuse of computer equipment/internet;
- Soliciting violence;
- Major class disruption (removal to Dean's office);
- Students who have accumulated ten (10) detentions; and
- Student behaviors not listed will be handled by the Administration as deemed appropriate.

SATURDAY SCHOOL CONSEQUENCES

First Saturday School:

- The student's counselor is notified and a meeting is scheduled with the student and/or parents if necessary.

Second Saturday School:

- A conference with the Dean, the counselor, the student and parent/guardian; and,
- A behavior contract is developed.

Third Saturday School:

- A conference is called by Administration with the student's counselor, parent/guardian and student to determine continued enrollment or immediate withdrawal from St. Pius X High School.

ACADEMIC SATURDAY SCHOOL

Any student who has ten (10) or more absences in a semester from any specific class will be required to attend an Academic Saturday School as scheduled with the Dean of Students, at a cost of \$50.

SUSPENSION

Out-of-school suspension (OSS): The student is dismissed from school/class for a specific period of time, usually one to three days, but possibly longer or for an indefinite time span. **A SUSPENDED STUDENT WILL NOT BE ALLOWED TO BE ON SCHOOL PROPERTY AT ANY TIME, AND WILL NOT BE ALLOWED TO ATTEND ANY ACTIVITY, ATHLETIC EVENT, PRACTICE OR PERFORMANCE AS A PARTICIPANT OR A SPECTATOR.** Class work or tests missed due to a suspension will result in ZERO CREDIT.

EXPULSION

Expulsion is dismissal from school without the option for re-admittance. Expelled students are not allowed to be on campus or to attend school activities of any kind.

OFF-CAMPUS BEHAVIOR

Student behavior off school grounds is clearly the responsibility of parents and the student. Parents are expected to supervise their children and support the intent of the school's rules while the student is off campus, so the student does not receive mixed messages and become confused. Also, parents must support the philosophy and values of the Catholic Church and the rules of St. Pius X at all times. If it becomes clear to the Administration that the **student's and/or parents'** behavior does not embrace and support these values, philosophies and rules, the student may be asked to withdraw from St. Pius X High School.

St. Pius X High School reserves the right to discipline a student for actions committed off-campus if they are intended to have an effect on a student or they adversely affect the safety and well-being of a student while in school.

Any conduct both in and out of school that reflects negatively upon the reputation of the school may be subject to disciplinary action. The Administration reserves the right to apply immediate and severe consequences, including expulsion, where it deems such consequences appropriate.

ATTENDANCE POLICIES AND PROCEDURES

ATTENDANCE - GENERAL POLICY

It is the duty and right of the school to establish the standards for academic excellence and requirements for academic credit. Attendance is a serious prerequisite for credit and excessive absences and tardies will be handled in a serious and definitive manner. An essential component of learning involves student interaction and experience in the classroom. Students are expected to be in attendance for the full day for all scheduled class days. Parents/guardians who allow their children to miss school for less than serious reasons hamper their children's education and frustrate the school's efforts to educate the students. Those parents/guardians who allow or encourage absenteeism are in violation of school rules and must take responsibility for the penalties that their children incur. There may be special event days when absences will only be excused for extraordinary reasons such as illness with a doctor's note. The Dean of Students will determine the appropriate disciplinary and academic actions to be taken.

St. Pius X does not have the resources to offer special services i.e. home-hospital, individual assistance for students with prolonged illnesses or excessive absences. Such cases will be reviewed and the student may be asked to withdraw from St. Pius X until the problem is remedied.

ABSENCES

There are two types of absences and lates, "excused" and "unexcused." An "excused" absence or late means that the student is allowed to make-up all the work that is assigned during the Absence whereas an "unexcused" absence or late means that the student is not allowed to make-up or receive credit for the work missed during the absence.

Absences that will be "excused" are:

- Arriving late first period due to medical appointment (requires a doctor's note upon arrival);
- Doctor appointments during school day, (with a note from the doctor's office);
- Illness (after 3 consecutive days of absence, a student must provide a doctor's note verifying the illness);
- Funeral attendance;
- Ceremonial religious events/traditions;
- Court or legal appointments (note required from legal authority upon arrival); and
- Other absences that are excused at the Dean of Students' discretion.

Any student who is absent from ten or more classes, excused and/or unexcused, including school-sponsored activities, from any class, in a semester will be reviewed by the Attendance Review Board. See "First Period Late" and "Tardiness to Class" policy below.

REPORTING AN ABSENCE

Parents/Guardians of students are to notify the Attendance Office by telephone (**831-8412**) before 9:00am for each day of absence. On the third consecutive day of absence for illness, a doctor's note is required. Note: Parents may be called to verify student absences.

FIRST PERIOD LATE AND TARDINESS TO CLASS

All students **MUST** be in their seats at 8:00am. If not, the student is late for first hour. Students must obtain a “Tardy Pass” from the attendance office **BEFORE** being admitted to class. Even if a student arrives during passing period or their lunch hour, they **MUST** report to the attendance office to sign in.

If a student will be late, a parent must call the **Attendance Office at 831-8412** by 9:00am on the **SAME** day to excuse the tardy. Any calls received after this time will not be excused, and the student will receive an ‘unexcused late’.

If a student incurs an “unexcused late”, he/she will be required to serve a 45-minute detention at 7:00am on Friday morning of that same week. Missing Friday Morning Detention is a Major Infraction and a Saturday School is earned. Seven (7) excused “first hour lates” or habitual late arrivals in a semester will result in two one hour after school detentions; nine (9) excused “first hour lates” in a semester will result in a Saturday School at a cost of \$50; each additional four (4) excused “first hour lates” will result in an additional Saturday School at a cost of \$50 each.

EARLY DISMISSAL FOR NON-SCHOOL RELATED ACTIVITIES

If a student needs to be dismissed early from school for non-school related activities, the student must submit a note or fax (831-8420) from the parent/guardian prior to dismissal with the early dismissal request. **No student will be released from school without a parent/guardian signature.** The early dismissal request must be submitted at least one day prior to the requested dismissal. The student picks up the early dismissal slip on the morning of the requested dismissal date.

EDUCATIONAL LEAVE FORM (YELLOW FORM)

Parent/Guardians are encouraged to make prudent decisions when taking students out of school for trips and vacations during the school year. All absences will count toward the ten day limit. Parents/Guardians taking students out of school for reasons other than those listed under the “General Policy” statement must complete the following procedure one week before the planned absence.

- The student obtains an Educational Leave Form from the Attendance Office which must be completed by the student and approved by the Dean of Students.
- Failure to follow the procedure will result in an unexcused absence and loss of all credit for assignments, projects, tests, quizzes, etc., during the absence.
- It is the student’s responsibility to obtain and make up all work in accordance with the School Absence Makeup Policy.

Classes Scheduled Outside Regular School Hours

Classes scheduled at 7:10am(zero hour) are credit classes and attendance is mandatory. All policies apply to these classes.

PARENT/GUARDIAN UNAVAILABLE OR OUT-OF-TOWN

If parents/guardians plan to be out-of-town and unavailable, the attendance office must be notified of the dates of unavailability and the name/telephone number of the responsible party for the student in their absence. Failure to do so may result in disciplinary action and/or loss of academic credit for the student.

TRUANCY/DITCHING

Truancy and ditching are absences without permission from school or class. This policy applies to classes, study hall, Mass, and assemblies. A student who misses all or part of one or more classes is considered truant and loses academic credit for each missed class. Ditching and truancy are considered major infractions with the associated consequences.

ATTENDANCE REVIEW BOARD

The attendance Review Board is composed of administrators, teachers and counselors. Students who exceed the ten day absence limit will have their attendance record reviewed to determine the appropriateness of the excessive absences and to determine a course of action. In some cases, the student and parent will be summoned before the Board to explain the reason for the absences. Penalties may include, but are not limited to, extra assignments, loss of credit, or an “F” grade for the quarter or semester, regardless of the grade prior to the last absence.

STUDENT ILLNESS OR INJURY DURING THE DAY

Students who become ill during the school day must report to their teacher to obtain a pass to the Nurse’s Office. Students must go the Nurse’s Office to call their parent/guardian. **Students may not use their cell phones to call their parent/guardian.**

If students need to go home, the parent/guardian will be contacted by the Nurse's Office to obtain permission for the student to leave school. Students will not be permitted to leave unless the parent/guardian is contacted. Students who drive other students to school will not be permitted to drive an ill student home.

Any injury must be reported immediately to the teacher in charge, whether or not the student considers the injury significant. The student must then report to the Nurse's Office immediately. The nurse will evaluate the illness or injury and take appropriate action.

Any student who becomes ill or is injured before or after school on campus must report to a staff member (security/safety, teacher, administrator, etc.).

DISMISSAL FROM CLASS

Any student dismissed from class for disciplinary reasons is to report immediately to the Dean of Students. The Dean and the teacher will determine the academic and disciplinary actions to follow.

TRANSPORTATION TO SCHOOL SPONSORED ACTIVITIES

Bus transportation will be arranged by the school for an off campus school sponsored activities. If the size of a group does not warrant a bus, parent-drivers may be requested. Parent drivers must have completed all of the requirements as indicated on the parent driver form and the Archdiocesan Abuse Awareness Workshop. Parents of students transported by the parent driver must complete a form giving permission for the parent driver to transport their student to the event. In the case when it is necessary for students to transport themselves to an off-campus event, permission slips must be obtained from each student's parent/guardian. Students may not transport other St. Pius X students to events even if the student driver is 18 years or older unless the student is a sibling.

PARTICIPATION IN AFTER SCHOOL ACTIVITIES

In order to participate in any school-sponsored event after school such as, but not limited to, club, fine arts, practices, games, academic tournaments, dances, etc. a student must be in attendance for a minimum of five (5) class periods on any given day. Students who are not in attendance for five class periods, will not be considered eligible for participation that day.

Student athletes must report to school at 8:00am the day after a home or an away game. The only exception is if the team returns after 12:00am (midnight). In this case, student athletes must report to school by the beginning of the second hour of the day unless it is a late arrival day, then the student athletes should arrive on time.

RELEASE FROM SCHOOL FOR STATE CHAMPIONSHIPS

When state championship semifinal games are scheduled during school hours, seniors, JV and "C" team players, and siblings of varsity team members may be excused from school to support the team under certain conditions. This privilege exists only for the following sports: soccer, football, baseball, softball, basketball, volleyball. However, the decision to release students for state championships is at the discretion of the SPX administration.

SUBSTANCE USE/ABUSE POLICY

PHILOSOPHY

When St. Pius X High School, as a Catholic School, deals with substance use and abuse, we want to reflect Jesus' care for those who are in need of help and for our community which is adversely affected by an individual's poor choices. We are interested in the well-being of each of our students, and we strive to create a safe environment that is free of the pressures and fears that arise in the presence of drugs, alcohol or inhalants. Our goal is to support our students in making healthy choices. When a student makes unhealthy choices and is abusing drugs, alcohol, inhalants, tobacco or any other mood altering substances, St. Pius X High School will be a vehicle for supporting this student and the family in getting the help that is needed to change (*see*, SARB below). Parents, as the primary educators of their children, are expected to impress appropriate values upon their children. These values include abstinence from illegal drugs, alcohol and tobacco while a student at St. Pius X High School.

The school's substance use/abuse policy provides an opportunity for change where controlled or illegal substances are involved. While the school's approach to this issue may be varied, depending on the circumstances involved, a student who is dealing or distributing will be required to leave St. Pius because this student is endangering others. The decision of what procedures to employ, if any, will be made on a case-by-case basis depending on the actions and events at issue. The administration reserves the right to apply immediate and severe consequences, including expulsion, where it deems such consequences appropriate.

All St. Pius X students will be randomly tested for drugs, alcohol and inhalants. Concurrently, those students who participate in activities under the umbrella of the NMAA will be subject to random drug testing while their activity is in season. All students are subject to drug testing on the grounds of reasonable suspicion. Drug tests will be administered during school hours on campus or at any school-sponsored function off campus. Students may be drug tested on the grounds of reasonable suspicion (such as, but not limited to, behavior, speech, odor, information, appearance) or randomly or on grounds of reasonable suspicion at extra-curricular events (such as, but not limited to, athletic events and dances.) Students arriving on campus or at a school-sponsored event under the influence or in possession of drugs or alcohol will also be drug tested. If a drug test is returned with a positive result, parents/guardians will be charged for the test at the current school rate. St. Pius X High School does not condone the practice of parents or other adults buying or serving alcohol or supplying any illegal drug, inhalant to minors in their home. Sources reporting suspicious behavior are kept confidential.

DEFINITION OF POSSESSION AND UNDER THE INFLUENCE

St. Pius X High School defines possession of alcohol, illegal, over the counter drugs, prescription drugs, mood altering substances, look-alike substances, or inhalants as: **on a student's person, in a student's body or bloodstream, in an item belonging to a student, such as but not limited to, a backpack, locker, purse, or car, or being held by another person.** Under the influence of any of the above listed substances is defined as: **having alcohol or drugs in the bloodstream of the body and/or suspicious behavior.**

Any student attempting to falsify a drug test, (such as, but not limited to, possession of synthetic urine, human urine in any container, or any detox substance), falls under the SARB Policy and consequences will be at the discretion of the Dean of Students.

DRUG TESTING FOR SUSPICION

We encourage and support our students in their efforts to be drug and alcohol free. Any student seeking help for himself or herself, or for a friend, from a teacher, administrator, counselor, or other member of the staff will be given help without penalty. When a student is seeking help for a friend or acquaintance, a request for anonymity will be honored. We see this action as mature and caring, and we fully support it.

If a student is suspected of being under the influence of drugs, alcohol or inhalants while on campus or at any school sponsored function off campus (including Senior off-campus lunch), the following steps will be taken:

- To ensure objectivity and to protect the student from erroneous judgments, the student will be given a drug/alcohol test. This may happen by two methods: a breath test for alcohol using an intoximeter and/or a urine or saliva test to determine alcohol or other drugs in the body. A urine or saliva sample will be taken at the time the student is brought to a school official and will be sent to a designated lab. The results will be sent directly to the school.
- If a student does not comply with or refuses the drug/alcohol test, parents are required to take their student to SED Labs for a drug/alcohol test the same day. Parents incur the fee for this test and the results will be sent directly to the school.
- If the results are positive and this is the first offense, or if the results are negative and the student admits to use or is known to use and this is a first offense, a parent conference will take place. The student, with the support of his/her parent/guardian, will be given the opportunity to admit and discuss his/her use of substances. The student will be suspended immediately from St. Pius X until the parents and student meet with the Dean of Students. The student and parent/guardian will meet with the Substance Use/Abuse Review Board to determine the conditions for the student's continued enrollment at St. Pius X. When all terms and conditions are determined, the Substance Use/Abuse Review Board will make a recommendation to the Principal regarding continued enrollment or student withdrawal. During the time of suspension, no credit will be earned and no credit will be allowed to be made up. The student will not be allowed to participate in any St. Pius X activity during this time.
- If the student is not willing to admit that he/she is using drugs, alcohol or inhalants or is not willing to participate in the provisions of the probation, the student will be dismissed from St. Pius X High School at the time of the conference with the Dean of Students with no chance for re-admission later. If the parent/guardian refuses to withdraw the student, the student will be expelled.
- If this is the second offense, the student will be dismissed immediately from the school with no chance for re-admission. If the parent/guardian refuses to withdraw the student, the student will be expelled.

POSSESSION

If a student is found in possession of drugs*/drug facsimiles*, drug paraphernalia*, alcohol* or inhalants* on campus or at any school sponsored activity off campus (including Senior off-campus lunch), the following steps will be taken:

- The drugs*/drug facsimile*/drug paraphernalia or substances will be confiscated;
- Even though the student was found to be in possession, the student will be given a breath, urine and/or saliva test for drugs. The urine and/or saliva sample will be taken at the time the student is brought to a school official and the sample will be sent to a designated lab. The results of the test will be sent directly to the school;

- The parent/guardian will be called;
- If this is the first offense, a parent conference will take place. The student, with the support of his or her parent/guardian, will be given the opportunity to acknowledge his/her involvement with or use of drugs, alcohol or inhalants. The student will be suspended immediately from St. Pius X. The student will be given the opportunity for re-admission by appealing to the Substance Use/Abuse Review Board within seven calendar days of dismissal. The student and parent/guardian will meet with the Substance Use/Abuse Board to determine the conditions for re-admission. When all terms and conditions are determined, the Substance Use/Abuse Review Board will make a recommendation to the Principal regarding re-admission. During the time of dismissal, no credit will be earned and no credit will be allowed to be made up. The student will not be allowed to participate in any St. Pius X activity during this time.
- If the student is not willing to admit that he/she is involved with drugs, alcohol or inhalants or is not willing to participate in the provisions of the probation, the student will be dismissed from St. Pius X High School at the time of the conference with the Dean of Students with no chance for re-admission. If the parent/guardian refuses to withdraw the student, the student will be expelled.
- **If this is the second offense, the student will be dismissed immediately from the school with no chance for re-admission. If the parent/guardian refuses to withdraw the student, the student will be expelled.**

SUBSTANCE DESCRIPTORS

Alcohol, other drugs, inhalants and drug paraphernalia may be described as:

- Alcohol is any liquor, wine, beer or other beverage containing alcohol.
- Drugs that are illegal drugs including marijuana, inhalants, steroids, legal prescription and over-the-counter drugs used or possessed or distributed for unauthorized purposes, look-a-like herbal of any kind.
- Drug paraphernalia is any equipment/apparatus designed for or used for the purpose of measuring, packaging, distributing or facilitating the use of drugs (Cigarette lighters are not considered among the aforementioned. Refer to the *Discipline Policy* regarding cigarette lighters.)
- Inhalants are chemicals, such as aerosols and correction fluids, which are used to huff or sniff.
- Synthetic urine, human urine in any container, or any detox substance.
- Mood altering substances such as, “bath salts.”

SELLING AND/OR DISTRIBUTION

If a student is selling or distributing alcohol, other drugs, drug facsimiles or inhalants to other students or any person on school premises or at any school-sponsored activity off campus (including Senior off-campus lunch privilege) the following steps will be taken:

- The police department will be notified.
- The parent/guardian will be called.
- The student will be required to withdraw immediately or will be expelled if the parent/guardian refuses to withdraw the student, with no chance for re-admission.

SUBSTANCE USE/ABUSE REVIEW BOARD (SARB)

A Substance Use/Abuse Review Board has been formed to study the case of each student who is placed on a Substance Use/Abuse Probation. The Board, which may include students, counselors, teachers, administrators, clergy, parents, and community professionals, is trained to handle this task in a professional and systematic manner. The Substance Use/Abuse Probation is a five step process:

- The Review Board gathers information from as many sources as possible regarding the case.
- The Review Board studies the case and makes a determination about the parameters of the probation based on the information gathered in step 1 with the approval of the Principal.
- The student and the parent/guardian carry out the requirements of the probation set by the Review Board.
- The Review Board monitors the progress of the student while on probation to ensure that he/she is carrying out the requirements.
- If the terms of the probation are met, the Review Board schedules a meeting with the student and the parent/guardian to bring closure to the probation.

SUBSTANCE USE/ABUSE PROBATION

Those students who are dismissed and request an appeal for re-admission must do so within seven calendar days of dismissal and will meet with the Substance Abuse/Use Review Board as soon as possible. The student and his/her parent/guardian will meet with the Substance Use/Abuse Review Board to determine the terms, conditions and length of probation. When the terms, conditions and length of probation are determined, the Substance Use/Abuse Review Board will make a recommendation to the Principal. At this time the Principal will decide if the student is granted re-admission or if other conditions must apply.

- Counseling is required and is an essential part of the Substance Use/Abuse Probation. A counseling appointment must be made within 24 hours of re-admission and reported to the Dean of Students. A minimum of ten sessions will be required. Verification of all appointments must be sent to the Dean of Students on the St. Pius X Referral for Non-School Counseling Form or on professional letterhead.
- Community service will be required and verified to the Dean of Students on professional letterhead.
- The student will be randomly selected and drug tested from those students under the Substance Use/Abuse Probation program for as long as the student is enrolled at St. Pius X.
- Depending on the situation, other requirements may be put in place as a condition of re-admission.

All or part of the following conditions may be part of the Substance Use/Abuse Probation:

- The student will be placed on probation for a time period of at least one (1) semester but not more than a full school year. **If there is a second occurrence, whether on or off probation, the student will be dismissed immediately from the school with no chance for re-admission.** If the parent/guardian refuses to withdraw the student, the student will be expelled.
- The student may be referred for a SASSI assessment, at the parent's expense.
- Counseling by a licensed drug and alcohol counselor for a minimum of ten (10) sessions verified to the Dean of Students on professional letterhead;
- The student will serve a Saturday School;
- The student may be suspended from some or all school activities;
- The student may be suspended from some or all privileges (e.g., attendance or participation in club meetings, games, tournaments, school-sponsored functions and activities, off-campus Senior lunch privilege, etc.) for the time of the probation;
- The student will complete at least eighteen (18) hours, but not more than thirty (30) hours of community service;
- The student and his/her parent/guardian must enroll in a substance abuse program (e.g., AA, NA) that is approved by the St. Pius X Substance Use/Abuse Review Board. The length of the program will be determined by the Review Board. The student must prove that he/she and at least one parent/guardian have attended the program by bringing weekly verification from the person directing the program. This must be brought to the Dean of Student's Office the morning after each session;
- The student will be subject to unannounced breath, urine or saliva tests during the period of time that he/she is enrolled in the program and during the remainder of the time that he/she is enrolled as a student at St. Pius X. All results will be sent directly to St. Pius X High School, Dean's Office;
- The student and the parent/guardian may be required to attend a probation conference with the Substance Abuse Review Board at the end of the probationary period to determine whether the student has met the terms of the probation and is ready to have the probation lifted;
- Other conditions that will benefit the student;
- **If, at any time, any condition of this probation is not met, the student will be dismissed immediately, or will be expelled if the parent/guardian refuses to withdraw the student.**

UNDER THE INFLUENCE

Being under the influence, in possession, advocating the use, or the distribution of alcohol, illegal drugs, other controlled substances, look-alike drugs, act-alike drugs or drug paraphernalia are violations when such behavior occurs on school grounds, at school functions, or at school-sponsored events, whether home or away. **Students who assist in possession, use or distribution of illegal substances will be subject to expulsion.** The school will investigate all suspected substance abuse behavior. The administration reserves the right to administer, or to designate another adult to administer whatever tests deemed necessary. A student's refusal to submit to these tests will be treated as a violation of the policy.

St. Pius X High School works closely with law enforcement agencies on any suspicions or on the confiscation of illegal substances. The school may intervene on suspected substance abuse behaviors at any time.

This is not an all-inclusive list of violations or disciplinary actions. The administrative team will evaluate each case.

TOBACCO

Possession or use of tobacco products in any form, at any time, on campus, adjacent properties or at school-related events and activities is prohibited. Students in possession or using tobacco products will be referred to the Dean of Students for appropriate action as a major infraction. Tobacco paraphernalia (lighters, matches, etc.) may not be in a student's possession or kept in lockers.

UNIFORM CODE

PHILOSOPHY OF THE UNIFORM CODE

St. Pius X High School expects its students to demonstrate GOOD TASTE and MODESTY in their appearance, as is appropriate to the educational environment. The Administration and Faculty will monitor all questions regarding student appearance. The Dean of Students, in consultation with the Principal, will have ultimate responsibility and authority for all issues pertaining to the uniform code. Students are expected to be modestly and appropriately dressed at all St. Pius X academic, social, and athletic events. **Clothing not described below is not a part of the uniform and may not be worn. All official St. Pius X uniform clothing must be purchased from the Sartan Shop in the gymnasium or the item is not a legal uniform item.**

THE UNIFORM CODE IS IN EFFECT FROM 8:00am until 3:00pm. Exception: Seniors may purchase any solid color polo style shirt off campus. The code applies during student orientation, retreat days, semester exam days, field trips, etc., unless otherwise specified.

All clothing is to fit PROPERLY and MODESTLY (not tight or baggy) and must be free from holes or frayed material. All uniform clothing must be worn appropriately (pants worn at waistline, skirts buttoned, zipped and worn unrolled at waistline, etc.). Clothing or personal belongings, like backpacks, purses, wallets, jewelry, etc., which display inappropriate words, graphics, symbols (e.g.: Satanic in nature), or decorations are unacceptable. Dress styles such as, but not limited to, Gothic, that are ostentatious and cause undue attention are not allowed.

Students out of uniform will be sent to the Dean's Office. Students will be sent to the Sartan Shop to purchase appropriate clothing. Clothing will be changed before the student is allowed to return to class. There will be no credit for the time missed from class. If a student is out of dress code they will receive an immediate detention to be served that day.

SHIRTS

All shirts must be tucked in and fit appropriately. Therefore, all shirts must be long enough to be tucked in and remain tucked in throughout the school day.

- St. Pius X polo—white or black, classic style with buttons to the neck, short or long sleeve. Only the top two buttons may be unbuttoned.
- St. Pius X turtleneck—mock or fold-over.
- St. Pius X dress shirt— button down, short or long sleeve (purchased at the Sartan Shop) with a tie appropriately knotted at the collar (boys and girls).
- Altered shirts are not allowed.

All shirt sleeves must be worn unrolled and collars folded over.

Seniors ONLY may wear any short or long sleeved, solid color polo-type shirt with buttons to the neck (top two buttons may be unbuttoned). Polos with capped sleeves are not allowed. Any solid color dress shirt button down, short or long sleeve with a tie appropriately knotted at the collar (boys and girls) are allowed.

Undershirts and camisoles must be solid white. These are undergarments and may only be worn **under** a legal shirt. The bottom of the undergarment must be tucked in.

PANTS

Pants must fit PROPERLY and MODESTLY, be worn at the waist and be in good condition. Pants may not be too loose, too tight or too long or sagging. **Pant legs may not be rolled up.**

SHORTS

St. Pius X shorts must be properly hemmed and fall no more than two inches above the knee.

SKIRTS

Skirt hems must be at the knee. Skirts waistline must be worn at the waist and must be unrolled and completely buttoned and zipped.

OUTERWEAR (SWEATERS, SWEATSHIRTS, COATS, JACKETS, AND HOODIES)

In the classroom, **only official St. Pius X** uniform sweaters, sweatshirts, hoodies, letter jacket, and team jacket may be worn over a uniform shirt. These items are available in the Sartan Shop in the gym lobby. T-SHIRTS (LONG OR SHORT SLEEVED), MAY NOT BE WORN AS OUTERWEAR. All other outerwear must be removed in the classroom.

FOOTWEAR

Shoes must be in good condition and worn at all times. All shoes must have a full back or back strap, i.e., no backless shoes, flip-flops, etc. The back strap must be part of the original manufacturing of the shoe and may not be ribbons, strings, cords, etc. Slippers are not allowed.

SPIRIT DAYS (Fridays and other approved days)

Students may wear authorized St. Pius X tees (no tank tops, homemade, or altered shirts allowed) and St. Pius X sweatshirts (camp, team, state championship). **Undershirts and camisoles must be solid white and tucked in.**

HAIR

Hair must be clean, well-groomed and of a natural color. Hair must be worn in a MODERATE manner, without designs, sculpturing, letters, numbers or any other unnecessary distractions. Any team hair changes must be submitted in writing to Administration for approval.

MISCELLANEOUS

- Jewelry may NOT be worn in piercings other than the ear. Any other types of piercings, including gauges, are not allowed.
- Jewelry that is simple and in good taste may be worn.
- Chains (metal or cloth) for wallets or keys are not to be visible.
- Tattoos may not be visible. Tattoos are strongly discouraged for health reasons.
- Sunglasses may be worn outdoors only. They may not be worn on top of the head, back of the head or forehead.
- Clothing may not be tied around the waist (e.g., sweatshirts, sweaters, jackets).
- Hats, caps, hoods, and other outer headwear are not allowed to be worn unless otherwise announced. The administration will determine when weather conditions warrant the use of headwear for outside wear. Hair accessories may not cause an unnecessary distraction.

APPROPRIATE DRESS FOR SCHOOL SPONSORED ACTIVITIES

All clothing worn to after school sponsored events must be modest and fit properly (not tight or baggy). Students inappropriately dressed will be asked to leave the event.

STUDENT LIFE

CAFETERIA AND LUNCH

The St. Pius X campus is a beautiful one; grounds are always well kept and neatly groomed for students and staff to enjoy. As a sign of respect for God's creation, the work of others who maintain the campus and for the community that uses the campus, students are expected to treat their physical environment with respect.

The following rules are enforced so that all may benefit from the beauty of the campus:

- Students may eat/drink or gather in the cafeteria or the courtyard east of the main office **only**.
- No open containers or food are allowed in the buildings at any time. **This includes items purchased at the DECA Snack Shack.**
- Those who eat in the cafeteria must pick up after themselves and obey the adult monitor when requested to pick up.
- No objects of any kind are to be thrown or kicked inside or outside of the cafeteria.
- Cafeteria trays must not be taken outside of the cafeteria. Once students leave the cafeteria during lunch period, they must remain in the courtyard east of the main office until the bell rings. Students are not to be in the buildings. **Restrooms are available for use in Assumption Hall.** If students are going to the library during their lunch period, they are to use the center door across from the statue of St. Joseph to enter Assumption Hall.

OTHER LUNCH FAQ'S

Students may not leave campus for lunch with any underclass friends or other students for any reason. Friends outside the school may not join students on campus for lunch, unless the friend is shadowing the student for the day. Parents may bring lunch and eat with their student in the courtyard. Food from other restaurants may not be brought into the cafeteria by anyone. Students may not call in orders

(pizza, etc.) to be delivered during lunch. **Only seniors who have earned the privilege may have lunch off-campus with special permission by administration.** Administration reserves the right to cancel or postpone this privilege at any time.

DELIVERIES TO SCHOOL

No deliveries to students are allowed during school hours. This includes homework, projects, lunch money and flowers, etc.

FAMILY LIFE

We believe in the concept of family life and support sanctity of the family. Therefore, all students must be living with their parents, adult relative, or guardian approved by the school even if they are 18 years of age.

ELECTRONIC EQUIPMENT

Refer to Discipline Policy

GUM CHEWING

Gum chewing is **NOT** allowed in the classrooms, Library or Physical Education classes.

GRIEVANCE PROCESS/PROCEDURE FOR STUDENTS

- If a student has a conflict or misunderstanding with a teacher, the student should address the issue directly with the teacher.
- If a student has not been able to resolve the conflict, his/her parent should contact the teacher to discuss the conflict via e-mail, phone or face-to-face meeting.
- If this communication or meeting is not successful in solving the conflict, the student and parent should consult with the chairperson of that subject area.
- If the communication with the department chair, teacher, student and parents is not successful, the parent or student should contact the Assistant Principal for Curriculum and Instruction.
- If the issue is still not resolved, the parent files a written formal grievance with the Principal who will schedule a meeting with the student, teacher, department chair and Assistant Principal. All letters and documentation must be available to all parties at this meeting. Other professionals, such as the student's counselor and Academic Dean may be invited to attend this meeting.
- If the issue is not resolved, it continues to the Archdiocesan Superintendent of Catholic Schools who will review all of the documentation surrounding the issue and issue a formal resolution to the parent and student filing the grievance.
- If the issue is still in dispute, the Superintendent of Catholic Schools will inform the petitioner of the next steps in the Archdiocesan Student/Parent-To-Teacher Grievance Process/Procedure.

INCLEMENT WEATHER

St. Pius X High School sets its own inclement weather policy. Announcements will be made on the radio, on the television, and through the St. Pius X Emergency Notification System on a day of cancellation or delay. If an abbreviated day is announced, school at St Pius X will begin at 10:00am. The buses do run on delayed school day(s); however, the Zero hour classes will not meet on delayed day(s). If early dismissal is warranted by inclement weather, parents will be notified by the same means. In the event of an abbreviated day, senior off campus lunch will be cancelled.

LOCKERS

Lockers must be kept locked at all times. The school assumes no responsibility for items missing from a locker. Every student is responsible for their locker. Students must not share lockers or give out their combination to anyone.

Students may go to their locker during the change of classes only. Students must have a pass from their teacher to go to their locker during class time. Every Physical Education student or athlete must provide and use a lock for P.E. or athletic lockers. If there is a problem with a locker, see the Business Manager in the Main Office. Students will be required to show an ID. Stolen items are to be reported to the Dean of Students.

Students must clean out their lockers prior to the last day of regular classes in the spring semester. Lockers will be checked and fines assessed on the last day of regular classes for both seniors and underclass students.

LOST AND FOUND

Lost and Found is located in the Activities Office, room 314. Students may claim identified items between 7:30am and 3:30pm. After one week, unclaimed items will be given to charity.

MEDICATION

If possible, please administer medication to your student at home. If this is not possible, medication will be held in the nurse's office. The parent/guardian must provide the school nurse for a specific prescription or over-the-counter medication in writing using the appropriate St. Pius X form from the student's physician. This form must be submitted to the nurse before any medication may be administered. Faculty and staff members are not allowed to administer medication to any student. Call Nurse's Office for details at 831-8445.

PARENTAL/GUARDIAN BEHAVIOR

Under normal circumstances, a student will not be deprived of a Catholic education on grounds relating to the attitude of parent/guardian. St. Pius X encourages all parents/guardians to work positively and respectfully with teachers, administrators, coaches and staff members. Nevertheless, it is recognized that a situation could arise in which the uncooperative or disruptive attitude and/or behavior of parent/guardian might so diminish the effectiveness of the school and its mission that continuation of the student could be morally impossible. Such situations include, but are not limited to: any action, verbal or physical, by a parent/guardian or other person which upbraids, insults or abuses any teacher, administrator, coach, staff member or student of the school or any action that violates civil or church law.

PARKING AND DRIVING

Parents who drop off students at school or pick them up after school must do so in the designated drop-off lanes in front of the school. Parking space is limited. Senior parking is marked and reserved FOR SENIORS ONLY. **DO NOT** park in the spaces reserved for the Catholic Center, handicapped or visitor parking spaces.

Students parking on campus must register every car and must display a St. Pius X parking permit at all times. Permits are available at the Activities Office for \$10.00. Unregistered cars parked in a St. Pius X lot are subject to ticketing, booting, or towing. **Students park on campus at their own risk.** St. Pius X High School is not responsible for theft or damage to anyone's vehicle or belongings.

All drivers are to observe the posted 10 MPH speed limit and park appropriately in designated areas. Any unsafe driving or speeding on campus is to be reported to the Dean of Students. Appropriate disciplinary action will be taken as warranted including loss of parking and driving privileges on campus. Noise, especially car stereos, is to be maintained at a level that does not disturb others.

In the spirit of being a good neighbor, students need to respect the surrounding neighborhoods. Unless a student lives in the area, they should not congregate in surrounding residential areas and parks. If students are misbehaving in surrounding neighborhoods, the police will be called.

Any parking lot violations are subject to a \$10.00 fine for each offense and may incur additional disciplinary action.

POSTERS

Posters of any kind may not be posted on-campus without the permission of the Activities Director. Students must have respect for other's posters and must not deface or write on them. Students who placed posters must take them down within 24 hours of the completion of the event.

PUBLIC DISPLAY OF AFFECTION (PDA)

Excessive display of romantic affection or activity (prolonged hugging, kissing, body contact, etc.) is not permitted on-campus. This includes school dances and off-campus school-sponsored activities and functions.

RELEASE OF INFORMATION FOR MILITARY RECRUITERS

Federal law requires our school to give students' names, addresses and phone numbers to military recruiters. Parents/Guardians can request that we withhold their student's information from being sent by instructing school officials. Parents will be notified via Parent Link and must respond in writing.

RIGHT TO SEARCH

St. Pius X High School has legal authority and right to search, at any time, a student, lockers, vehicles, backpacks, portable media (such as, but not limited to, cell phones, CD-ROMs, USB drives, external hard drives), and belongings. In addition, there will be school-wide drug testing which may lead to one or more of the above named searches.

TELEPHONE MESSAGES

Students may request permission to use the phone in the Attendance Office only to call parents in case of emergency or illness. Telephone messages will not be delivered to students, except in the case of emergency when a parent/guardian is the person calling.

STUDY HALL

The purpose of study hall is quiet, serious study. Students must sign out and obtain a pass by their teacher to leave study hall. Students who need to go to the library during study hall should obtain a pass before school from the library.

TEXTBOOKS

Textbooks are loaned to St. Pius X by the State of New Mexico. Parents do not pay for textbooks unless a book is lost or damaged. The monies collected from fines are reimbursed to the State of New Mexico. If a book is lost, the student must pay the **replacement fee** for the book or provide an exact replacement of the book (to include same title, publisher and ISBN).

Textbooks purchased through a textbook vendor are the personal property of the student and parent. The school is not responsible for these textbooks if lost, stolen, or damaged.

USE OF NAME POLICY

Faculty members, staff and students may use the school name, logo, or insignia (alone or in conjunction with the name of a specified organization or activity) only with the written approval of the Principal or Superintendent.

VISITORS

All visitors **MUST** check in at the Main Office. They will sign in and state their reason for the visit. The visitor will be issued a "Visitor" badge which must be worn on campus at all times. Visitors need to comply with school rules and must not disrupt the educational process. Individuals found on campus without permission will be asked to leave by school personnel. Note: A visitor is anyone who is not a paid employee or current student of the school.

Parent/Guardian conferences are to be arranged by appointment. Parent/Guardian may not meet with a teacher without a pre-arranged appointment made at least 24 hours before the desired meeting. Under no circumstance is teaching time to be interrupted.

No student visitors will be allowed on campus without three day notice and permission from the Dean of Students. Permission forms may be picked up in the Dean's Office.

Prospective students seeking admission to St. Pius X may shadow a current student. These visits must be arranged by the Activities Director. "Shadowing" students must dress appropriately while on campus.

Students participating in school activities are held to a higher standard and come under St. Pius X's Code of Conduct in addition to this policy.

ACCEPTABLE USE POLICY for TECHNOLOGY

Use of technology is a privilege granted to St. Pius X students and required of staff as a part of their duties. No one will be granted access to the computer network and the Internet until a properly signed copy of this agreement has been submitted.

GUIDELINES

The most important prerequisite for use of the technology is that the user will take full responsibility for his/her actions.

1. Personal Safety

- a. You will not post contact information (e.g., address, phone number) about yourself or any other person.
- b. For students: You will not agree to meet with someone you have met online without approval of your parents. Any contact of this nature or the receipt of any message you feel is inappropriate should be reported to school authorities immediately.

2. Illegal Activities

- a. Vandalism and hacking are prohibited. Attempts to breach security will be considered a form of vandalism. You will immediately notify a teacher (for students) or a member of the technology staff if you have identified a possible security problem.
- b. You will not use the St. Pius X LAN to engage in any illegal act. All material posted on the LAN and on the Internet must be free from objectionable language, plagiarism, copyright violation, libel, harassment.

3. System Security

- a. Willful destruction of computer hardware or software is prohibited.
- b. You will not attempt to install any software on any St. Pius X computers.
- c. You are responsible for the protection of your password. You are liable for any activity occurring under your login. Making use of another's account to access the network, with or without that person's knowledge, is not allowed.

d. Connecting equipment not owned by St. Pius X to the St. Pius X network requires special permission. Direct data storage devices, such as USB drives and floppy disks, are permitted.

4. Respecting Resource Limits

a. You will use the system only for educational and career development activities.

b. St. Pius X does not provide students with email accounts. Students accessing their email accounts are expected to abide by the guidelines of this document.

c. St. Pius X High School makes no guarantee that the functions or the services provided by or through the network will be error-free or without defect. The school will not be responsible for any damage you may suffer including, but not limited to, loss of data or interruptions of service. St. Pius X will not be responsible for financial obligations arising from unauthorized use of the system.

5. Your Rights

a. Due Process. St. Pius X High School will cooperate fully with local, state, or federal officials in any investigation related to illegal activities conducted on the St. Pius X system. Your use of the system is subject to monitoring at all times.

b. In the event of a claim that you have violated this policy, the school disciplinary code, or the law in your use of the St. Pius X system, you will be given written notice of suspected violations and an opportunity to present an explanation according to school code and/or state and federal law. Additional restrictions may be placed on your use of the school computer network.

6. Social Media

a. Use of social media on campus is only allowed during the school day on the school network for school related business when supervised by a classroom teacher.

7. BYOD (Bring Your Own Device)

a. Allowable technology connected to SPX wireless.

1. Tablet computers
2. Smartphones
3. E-books and readers

b. Devices may only be used at the discretion of the teacher.

CONSEQUENCES

Automatic notification will be made to the parent/guardian of the student, or the supervisor of the staff member, involved in any violation of the Terms and Conditions set forth above. Any or all of the following consequences may be imposed:

1. Discipline at the discretion of the teacher or supervisor
2. Conference with parent/guardian of a student
3. Loss of technology use for a determined period of time
4. Violators may be subject to probation, withdrawal, expulsion or firing from St. Pius X.
5. Legal action will be taken.

CONTRACT FOR TECHNOLOGY USE

I understand and will abide by the Acceptable Use Policy for Technology. I further understand that violation of the Terms and Conditions above is unethical. Should I commit any violation, my individual access privileges may be revoked and school disciplinary action and/or appropriate legal action may be taken. The school will cooperate fully with legal authorities should an investigation be conducted.

PARENT/GUARDIAN

As the parent/guardian of this student, I have read the entire Acceptable Use Policy for Technology. I understand that this access is designed for educational purposes and I recognize that it is impossible for St. Pius X High School to restrict access to all inappropriate materials and I will not hold them responsible for materials acquired on the network. I further understand that this student's privileges may be restricted or suspended for failure to adhere to the Terms and Conditions set forth above, as well as to be financially responsible for negligence or misuse by the student. Monetary remuneration will be sought for damage necessitating repair or replacement of equipment. I am aware that this student may, without signing this agreement, be given limited access to specific resources available on the Internet within a supervised classroom environment.

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STUDENT REGULATIONS

2014-2015 Academic Year

STUDENT NAME (PLEASE PRINT)

First Name _____ Last Name _____
Grade Level (2014-2015) _____

PARENT'S/GUARDIAN'S NAME (PLEASE PRINT)

First Name _____ Last Name _____
First Name _____ Last Name _____

My student and I have read and understand the Student and Parent Handbook for St. Pius X High School. We agree to cooperate with and abide by all rules, regulations, policies (including the Confidentiality Policy as mandated by the current NM Children's Code, Children's Mental Health and Developmental Disabilities Act) and acknowledge that they are necessary to support the Catholic environment, structure and spirit of St. Pius X High School. We understand that information regarding any pregnancy or abortion may be disclosed to the Parent(s) or Guardian for the use in their role as Parent/Guardian and to help in the protection of the sacred gift of life that is present in the unborn child, and that the student has a right to examine and copy any such information disclosed. We understand that this Handbook may be amended during this academic year and that all amendments will be included in the next edition of the *Parent Link*. As Parent(s)/Guardian(s), we acknowledge that all regulations and policies in this handbook will be adhered to. We will cooperate with and see that our child cooperates with the rules, regulations and policies of St. Pius X High School. We understand that we do not have access to teacher and counselor notes, including recommendations. We also understand that Parent/Guardian signatures are kept on file to validate signatures on notes submitted to the school in our name.

Signature of Father/Guardian

Date

Signature of Mother/Guardian

Date

Signature of Student

Grade

Date

THE POLICIES PUT FORTH IN THE ST. PIUS X STUDENT AND PARENT HANDBOOK REMAIN IN FORCE FOR EACH STUDENT, EVEN WITHOUT STUDENT/AND OR PARENT SIGNATURES.

This page must be turned in to the Attendance Office the Friday after Orientation to avoid penalty.