

Student Name _____

Grade _____

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

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STUDENT/PARENT HANDBOOK

The St. Pius X High School Student/Parent Handbook is written in compliance with the Archdiocese of Santa Fe Catholic School Policy Manual which governs all Archdiocesan schools. (ASF Catholic Schools Policy Manual, # 1300) The Archdiocese of Santa Fe Catholic School Policy Manual can be viewed in its entirety at www.csoadmin.org under documents.

The Student/Parent Handbook contains 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 the 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 Plus Portals or by notice electronically in the parent newsletter. Amendments carry the same weight and importance as does the original handbook. The Student/Parent Handbook 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.

This handbook may not 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.

At the end of this handbook, all students and parents will sign and return the statement that they have read the handbook and agree to be governed by the policies and procedures of St. Pius X High School.

STUDENT PLANNER

A student planner is provided to all students as an organizational tool for school assignments and activities. The planner provides a quick reference guide to student life at St. Pius X High School. Please note: The planner does not encompass all policies and procedures found in the Student/Parent Handbook.

OFFICIAL SCHOOL CALENDAR

The St. Pius X High School calendar is based upon the Archdiocese of Santa Fe Catholic Schools Office Academic Calendar. The official calendar is published on Plus Portals 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

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 is 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 ensure that 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.

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.

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.

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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 /AdvancEd. It offers co-curricular and extra-curricular activities to serve the needs and interests of the students.

MISSION STATEMENT OF 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 the school. It represents the strive for excellence in faith, morality, academics, and extra-curricular activities. The "X" holds the St. Pius X Community to live out the gospel of Jesus Christ.

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. St. Pius X's feast day is celebrated by the St. Pius X Community on August 21.

SARTAN MASCOT



What is a Sartan? The name is a modification of Pope Pius X's name, Giuseppe Sarto. It is used because St. Pius X's 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. The physical presence of the mascot is embodied in the winged lion as depicted in the school crest.

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**

ROLE OF SCHOOL COUNCIL AND PARENT ORGANIZATIONS

The St. Pius X High School Consultative Council provides support to the Principal in matters designated by the Council's Constitution and Bylaws or as requested by the Principal. Areas for Council consultation and support include: planning, finances, facilities, public relations, marketing, enrollment management, and advancement/development and other areas identified in the strategic plan and approved by the principal. (ASF Catholic Schools Policy Manual, # 1090)

Parent organizations assist the school in achieving its mission. These groups are subject to the supervision and control of the Principal. The primary functions of the Parent Organization shall be hospitality, classroom activities, parent education/information and small fundraising events for the purpose of funding the organization's activities or projects as directed by the Principal. Parent organizations at St. Pius X High School include The Parent Association, Fine Arts Boosters, and Athletic Boosters. (ASF Catholic Schools Policy Manual, #1095)

PHILOSOPHY OF EDUCATION

As a Catholic educational community, all are Disciples of Christ. A disciple is a learner, a follower and a leader. The St. Pius X philosophy of education is designed to provide the formation needed to govern good conduct among the students. This orderly conduct comes from an enforcement of the rules and helps minimize unnecessary conflict in the life of the St. Pius X 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 the campus, and the good order of the school.

The students, parents and school's duty is to create a social climate which is characterized by courtesy, honesty, pride in one's work and achievement, and 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

St. Pius X strives to provide a Catholic education for all qualified students regardless of race, gender, national origin, age and disability (learning and/or physical disability) if with reasonable accommodations on the part of the school the disabled persons can be met. St. Pius X accepts students of all faiths. 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.

By applying for admission to St. Pius X High School, parents or legal guardians of Catholic and non-Catholic students, acknowledge and agree that their student will participate in religious instruction and formation in the Catholic faith. All parents or legal guardians acknowledge and agree that they will support the philosophy and mission of the Catholic school and all Catholic teachings. No student will be refused admission to St. Pius X High School because of race, color, national origin, or gender. (ASF Catholic Schools Policy Manual, # 2000)

The admission of ninth grade students to St. Pius X High School is based upon the applicant's successful completion of 8th grade, scores on the STS High School Placement Test, transcript of grades from middle school, recommendations from middle school faculty and standardized test scores from middle school.

The admission of students transferring to St. Pius X High School is based upon: space available in the appropriate grade level, transcript of grades for each completed semester of high school, and recommendations from applicant's current high school. If deemed necessary, an interview may be required.

St. Pius X High School may admit an immigrant student as long as the student has a qualifying visa. (ASF Catholic Schools Policy Manual, # 2010)

ACHIEVEMENT TESTING

St. Pius X High School administers the ASPIRE, PSAT, SRI and ACRE exams. The results of these exams are distributed to the students and parents when the scores are available. In addition to these exams, the majority of juniors and seniors take the ACT. The results of all these exams are used on a regular basis to evaluate the St. Pius X High School curriculum. (ASF Catholic Schools Policy Manual, # 4430)

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 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. (ASF Catholic Schools Policy Manual, # 4430)

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 Plus Portals 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, the following process is required:

- Student must obtain an **Educational Leave Form (Yellow Form)** from the Attendance Office. Refer to the Attendance Policy for specific information.
- Parent must inform Attendance Office of student's absence.

- Failure to comply may result in an unexcused absence with no credit given for assignments due during the absence.

REPORTING OF STUDENT PROGRESS

Academic grades are based solely on scholastic achievement. Teachers will keep parents updated on their student's academic progress via Plus Portals, email, phone call, or deficiency reports. Report cards are issued at the end of each quarter. At the end of the first quarter, parents have the opportunity to discuss their student's progress in person at Report Card Night. When semester and/or quarter failure in a particular subject seems likely, parents shall be promptly notified in advance of the probable failure. (ASF Catholic Schools Policy Manual, #'s 4400 and 4410)

ACADEMIC HONOR CODE AND CHEATING

To implement the school 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 classwork, obtaining verbal assistance or looking on another student's work during a test, having access to unauthorized test material, or giving another student access to your 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.

Please refer to Technology Policy for further electronic device clarification.

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.

DEFICIENCY NOTICES

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

STUDENT WITHDRAWAL

When a student is not making sufficient academic progress at St. Pius X High School, or is experiencing emotional difficulties or is engaging in uncooperative or disruptive behavior, or if a student's parents or legal guardians are engaging in uncooperative or disruptive behavior (Ref: ASF Catholic Schools Policy Manual, # 2470), the school may request that the student withdraw and transfer to another school. (ASF Catholic Schools Policy Manual, # 2130)

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 of 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.

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.

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.

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 of 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.

ACADEMIC REVIEW

At the end of each semester all students' academic records are reviewed. Students may be dismissed from St. Pius X for academic reasons based on the decision of the Academic and Disciplinary Review Board and the Administration. A student may be asked to withdraw immediately if that student has three semester failures or if the student's academic progress is such that the Board determines that the school cannot reasonably meet this student's academic needs. (ASF Catholic Schools Policy Manual, # 2130) Any student whose grade point average falls below a 2.0 for the previous semester may be placed on Academic Probation for the following semester. (ASF Catholic Schools Policy Manual, # 2440)

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.
- 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.

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 of 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.

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.**

STUDENT PERMANENT RECORDS

St. Pius X High School maintains the required records of each student enrolled in the school. Permanent records including transcripts, academic test results, and immunization records are kept for a period of no less than 99 years. Guidance Department and disciplinary records are not part of the student's official records and are destroyed four years after the student graduates, transfers or withdraws from the school. All health records (except for immunization records) are not part of the student's official records and will not be in the permanent file.

Transcripts - Transfer Students

When a student transfers to another school, St. Pius X High School will send a copy of the student's official records (as defined above) directly to that new school when requested. The official record, including the official transcript, will only be sent to the transferring school; it is not to be given to the student or his/her parents/legal guardians.

College Applications

When a student applies for admission to a college, university or other post-graduate program, and when a request is made to send copies of the student's official transcript to such college, university or other post-graduate programs, St. Pius X High School will send copies of the student's official transcript that are requested.

Access to Student Records

Parents/legal guardians St. Pius X High School have the right to inspect and review the official records of their child in the presence of a school official. Once a student attains the age of majority and is no longer a legal dependent of his or her parents/legal guardians, the student has the sole right to inspect and review his or her official records in the presence of a school official. All requests to review a student's official records shall be made in writing, and are directed to the Principal.

Unless otherwise provided by a court order, both parents and legal guardians of a student are entitled to inspect and review the student's official records in the presence of a school official, regardless of who has legal custody of the student. Unless otherwise provided by court order or by law, both parents and legal guardians of a student will have equal access to school documents and other academic information concerning the student's education.

St. Pius X High School will not release any personal information concerning a student to any person who is not the student's parent or legal guardian, unless the school is authorized to do so by the student's parent or legal guardian, or unless the school is compelled to do so by court order or by other operation of law.

Release of Student Information- Publications and Media

St. Pius X High School will not publish or use a student's name, picture, voice or likeness in any form of publication or media unless a verifiable photo/publicity release is obtained from the student's parents or legal guardians (or from the student if the student is over the age of majority). Absent a verifiable photo/publicity release, St. Pius X High School will not use a student's name, picture, voice or likeness in any publications or media, including but not limited to photographs, films, motion pictures, audio, DVD, videotape, websites, class pictures, school yearbook, or the school newspaper, whether in connection with the student's education or participation in school activities or events or otherwise. (ASF Catholic Schools Policy Manual, # 2110)

Community Service Program - All Students

Required Hours:

Seniors - 40 hours total (10 of these hours can be non-works of mercy hours if desired)

Juniors - 30 hours total

Sophomores – 25 hours total

Freshmen – 20 hours total

Deadlines For Returning Students With Delinquent Hours - All hours not completed from prior years **MUST** be submitted into **x2VOL** by **September 5, 2017** or that student will lose his/her **eligibility for sports and student activities, and any senior will lose his/her senior privileges** until they are completed. This does not apply to incoming freshmen (their final deadline is April 16, 2018).

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, Mardi Gras, 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.

Supervisor Presence

An adult must be available at the ministry site to supervise, validate the service, and evaluate the ministry. The supervisor should also be available to provide training, support, and assistance. Due to liability, all ministry work **MUST** be completed with an adult supervisor and that supervisor should be willing to verify hours on x2VOL, within a week of completing the hours.

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, and must be completed at an agency, organization, school, parish or other non-profit organizations. *Helping a company to profit is NOT considered acceptable for the service requirement.* Underclassmen have the option to choose at which agency he/she chooses to work;

however, seniors are required to complete at least 30 hours doing Works of Mercy.

Recording Hours

Students will subscribe and be trained to use x2VOL.com to RECORD THEIR OWN service hours within one month of the start of the academic year. Students and parents are expected to check their x2VOL account regularly so that they will have updated account information. x2VOL gives students and parents the ability to know at all times which hours have been submitted, verified, approved and pending. Only approved hours are counted as completed hours. Hours that have not been verified by the supervising adult will not be approved by the Director of Community Service. Parents and family CANNOT be the supervising adult for their student.

If hours are denied, please log into x2VOL and look at the comment left by the Director of Community Service to determine why the hours were denied. In most cases, the student can edit their entry and re-submit the hours.

SENIORS

The deadline for seniors for completing half of the required current hours is January 8, 2018. Any senior who has not completed and submitted at least 20 hours by this date, loses all senior privileges until the 20 hours are completed. (Privileges include: off campus lunches, days off for state championship games, etc.)

Seniors who have not submitted all service hours (120 total over 4 years) by April 15, 2018 will jeopardize their chance to participate in their graduation ceremony and will not receive their diploma or final transcripts until the hours are completed.

SENIORS MUST complete at least 30 hours at the following agencies:

St. Felix Pantry

The Rio Grande Food Project

Catholic Charities

St. Martin's Hospitality Center

Presbyterian Hospital, Lovelace Hospital,

UNMH

Bread and Blessings at Immaculate

Conception Parish

Joy Junction - Verification MUST be provided on official stationery paper or via an official Joy Junction email address.

SPX RETREATS - a total of 17 hours may be submitted for LEADING a Senior retreat at St. Pius. Seniors will receive 7 hours for leading an underclass retreat.

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

Habitat For Humanity

Special Olympics

Senior Olympics

Amigos de las Americas

Roadrunner Food Bank

Ronald McDonald House

The Storehouse

NM Right To Life/Birthright

In addition to these authorized agencies, the Director of Community Service may make other opportunities/events available to seniors by listing them on x2VOL, (Examples: Prison Ministry, City of ABQ winter homeless shelter, senior center events, etc.) If you know of an agency requiring help that seems to fit with our Works of Mercy requirement but that is NOT already on the list, please contact the Director of Community Service so that it can be included on x2VOL as a possibility for those hours.

Seniors MUST complete their Corporal Works hours at the approved locations. NO HOURS WILL BE ACCEPTED FOR THE CORPORAL WORKS REQUIREMENT IF THEY ARE COMPLETED AT ANY OTHER LOCATION with the exception of special events offered by the Director of Community Service and posted on **x2VOL**.

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 submitted.

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 7:55 am.

Library Services

The library provides a place for students and faculty to do research and study. Materials support and enhance the school curriculum, and promote life-long learning skills. Hours of library service are from 7:00 am to 5:00 pm Monday through Thursday and 7:00am - 4:30pm Friday. Special hours will be posted at the library on special days.

The library is available to students before and after school. Students may use the library during study hall and/or lunch by obtaining a pass from the library staff either before school or during passing periods.

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 on a first come, first served basis. Students have access to the internet as well as a number of databases. Computers are networked to a printer. There is no charge for limited amounts of printing. Students must have a signed **Acceptable Use Policy** form on file in order to use any of the SPX computers. The SPX Electronics Policy is enforced in the library.

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.
- 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).
- 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, St. Pius X adheres 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.
- 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.
- 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 of Santa Fe. 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 the school's 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. St. Pius X 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. (ASF Catholic Schools Policy Manual, # 2500)

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 Plus Portals. 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. (ASF Catholic Schools Policy Manual, # 2110)

CHANGE OF ADDRESS

Parent/guardian must notify the Registrar in the Records 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 the academic standards, St. Pius X offers 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 Plus Portals. Students and guests who are dressed, 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
- Talent Show
- Spring Fine/Performing Arts production

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 the 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.

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 students return from the holidays. Refer to the athletic handbook 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:

<u>BOYS</u>		<u>GIRLS</u>	
Baseball	Basketball	Basketball	Cross Country
Cross Country	Football	Golf	Soccer
Golf	Soccer	Softball	Swimming
Swimming	Tennis	Tennis	Track & Field
Track & Field	Wrestling	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 must 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.

STUDENT-ATHLETES

Responsibilities:

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/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 Plus Portals.

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.

St. Pius X High School expects that the Varsity teams will be as competitive as possible without sacrificing fairness and sportsmanship. The St. Pius X Athletic Department wants as many student-athletes as possible to get a chance to play at the varsity level. Playing time at the varsity level is NOT a negotiable issue; no one is guaranteed playing time. The player and parents must understand this fact.

PARENTS AND SUPPORTERS

To be successful, St. Pius X High School student-athletes need the support and participation of their parents and fans. The St. Pius X Athletic Department is grateful for the support they give to all athletic endeavors. Attendance at athletic competitions encourages all athletes to do their best. Moreover, 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 is appreciated.

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, who 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

- 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.
- 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.

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 all rules is especially serious because St. Pius X is a Catholic institution.

An athlete trying out or participating in a sport at St. Pius X must abide by all 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 is 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 in 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 of 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. There will be a limit of parking lot (vehicle) visits of four times per year.

IDENTIFICATION CARD

All students must wear their current St. Pius X ID card. The ID must be unaltered, good condition, visible, either clipped to a student's shirt collar or worn on an appropriate (no drug, alcohol, foul language reference) lanyard around the neck during school hours. Students who are not in compliance will be issued a detention.

Outside of 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.

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 sporting events, everyone must proceed to the gym.

EMERGENCY PLAN AND PROCEDURES

St. Pius X High School works closely with the Catholic Schools Office as well as with the Albuquerque Police and Fire Departments in situations including but not limited to intruders from within, intruders from outside, fire, tornado, or earth quake. 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. (ASF Catholic Schools Policy Manual, # 1520)

Any visitor who is on campus at the time an emergency drill or crisis situation occurs shall be required to comply with all emergency procedures as directed by the St. Pius X High School personnel.

In the event that an emergency situation arises that would necessitate a campus evacuation, all students will be escorted to St. Joseph’s on the Rio Grande Church located on St. Joseph’s Drive and Atrisco. Parents will be notified by the 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.

Parents are asked not to come to campus during an emergency to avoid interfering with the work of emergency personnel.

HARASSMENT POLICY

HARASSMENT AND BULLYING POLICY

The Archdiocese of Santa Fe and St. Pius X High School strongly oppose and prohibit all forms of harassment (e.g. harassment based on an individual’s race, color, age, religion, sex, marital or veteran status, sexual orientation, national origin, ancestry, and disability), whether verbal, physical, visual or environmental. Any student who violates this policy will be subject to disciplinary action, up to and including required withdrawal. (ASF Catholic Schools Policy Manual, # 2410).

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.

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.

No student may employ such conduct, verbal or physical, that denigrates, intimidates, threatens, or shows hostility or aversion toward another student, staff member or volunteer. 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.

Harassment/bullying 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, social media 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.

Parent/Guardian Harassment

Any parent who engages in harassment/bullying behaviors as defined above towards any student, staff member or volunteer shall forfeit his/her privilege to visit the St. Pius X High School campus or to attend any St. Pius X High School sponsored function on or off campus. Parents will be notified of their loss of privilege in writing.

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. Students who are determined to have engaged in sexual harassment are subject to progressive discipline, from mandatory counseling to suspension from school, suspension from participation in school-related activities and privileges, and disciplinary sanctions up to and including expulsion.

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).

Reporting Harassment

Any student who feels that he/she is a victim of harassment shall promptly bring the problem 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 to the school chaplain 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.

Investigation of Allegations

When a report of harassment is made the administration shall investigate the allegations. An administrator will investigate the allegations and interview all parties involved and will impose any appropriate disciplinary consequence. If any party involved is not satisfied with the resolution of the investigation, he/she may use the appeals process as defined in ASF Catholic Schools Policy Manual, # 1310 or as referenced in the St. Pius X High School Parent/Student handbook under "Appeals Process".

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.

GENERAL DISCIPLINE

Students at St. Pius X High School are expected to display good Catholic values and behavior, as the Sarran 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 (Bring Your Own Device BYOD)

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. See the Acceptable Use Policy for Technology for specifics.

CONSEQUENCES FOR FAILURE TO ADHERE TO BYOD 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.

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.

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)
- 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
- Student self reporting an absence
- Theft
- Cheating or Plagiarism

- Forgery
- Obtaining unauthorized test material
- Truancy for more than one period of the school day (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, false 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 fail to report to a 1 hour detention for two consecutive days
- Students who have accumulated ten (10) detentions
- 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.
- Any student receiving Tuition Assistance will be given a warning (letter to parents) that any additional Saturday Schools incurred by that student will result in a current year tuition assistance reduction.

Second Saturday School:

- A conference with the dean, the counselor, the student and parent/guardian; and,
- A behavior contract is developed.
- Any student receiving Tuition Assistance will have his or her current year award decreased by one half of total award. One half of any current year tuition assistance funds that have been credited to your account must be repaid to the school. Any questions should the above occur, must be addressed with the SPX Business Manager.

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.
- Any student receiving Tuition Assistance will have his or her total current year award decreased to zero. Any tuition assistance funds that have been credited to your account for the current school year, must be repaid to the school in full. Any questions should the above occur, must be addressed with the SPX Business Manager.

ACADEMIC SATURDAY SCHOOL

Any student who has ten (10) or more absences in a semester from any specific class may be required to attend an Academic Saturday School as determined by 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.

DISCIPLINARY PROBATION

Any student who has accumulated ten (10) detentions and/or at least one (1) Saturday school will be reviewed by the Academic and Disciplinary Review Committee at the end of each semester. After reviewing the information, the committee may place the student on disciplinary probation. If it is determined that a student will be placed on disciplinary probation, the student and parent will be informed in writing of the probation and its conditions. If the student does not meet the terms of this probation, he/she may be required to withdraw from St. Pius X High School. (ASF Catholic Schools Policy Manual, #'s 2130 and 2440)

STUDENT WITHDRAWAL DUE TO PARENTAL BEHAVIOR

Normally a child is not deprived of a Catholic education or otherwise penalized for actions of parents. However, parents may so significantly reduce the school's ability to effectively serve its students that the parents may be requested to remove their student from the school for any of the following reasons: a. Refusal to cooperate with school personnel; or b. Refusal to adhere to Archdiocesan or local policies and regulations; or c. Interference in matters of school administration or discipline. In such cases, reasonable effort to elicit the minimum requisite parental cooperation shall be made and documented. If the parents refuse to accept the withdrawal, the procedures for expulsion shall be followed as outlined in ASF Catholic Schools Policy Manual, # 2460. Registration for the following school year may be denied on the basis of this policy but is not limited to the actions specified herein. (ASF Catholic Schools Policy Manual, # 2470)

EXPULSION

The permanent dismissal of a student from school is an extreme measure to be taken only as a last resort: a) after all other efforts of motivation and counseling have failed, or b) where attendant circumstances of crime, scandal, immorality or disruption constitute a threat to the physical or moral welfare of other persons, or c) as set forth in ASF Catholic Schools Policy Manual, # 2470 regarding student withdrawal on grounds of parental behavior. (ASF Catholic Schools Policy Manual, # 2460)

Actions which may constitute expulsion include but are not limited to: Possession of weapons on campus, threats to well-being of the St. Pius X Community, dealing and/or distribution of drugs (legal or illegal); refusal to withdraw student upon request of St. Pius X Administration; any other egregious behavior that compromises the integrity of St. Pius X High School or disrupts the educational process.

STUDENTS UNDER COURT ORDER OR RELEASED ON BAIL

Any student who is the subject of a temporary restraining order which prevents the student from having contact with another student, teacher or other employee at the same school and which cannot be reasonably complied with if the student continues attending school, will not be permitted to attend class pending the adjudication of the restraining order. Over the duration of the temporary restraining order, the student shall receive materials that will allow the student to maintain class progress from home. Should a permanent injunction be issued, the school will begin expulsion procedures for the student in accordance with Policy 2460.

Any student who has been arrested and charged with any felony or any misdemeanor involving assault or drug use and/or sale shall not be permitted to attend class pending the disposition of the charge. The student will receive materials that will allow the student to maintain class progress from home. Upon disposition of the charge, the school will make a final determination regarding the student's continued enrollment. (ASF Catholic Schools Policy Manual # 2430)

STUDENT HEALTH

IMMUNIZATIONS

All St. Pius X High School students must have a current immunization record on file in the school nurse's office. Students not in compliance will not be allowed to attend class. (ASF Catholic Schools Policy Manual, # 2020)

STUDENT PHYSICAL EXAM

All students shall have a current annual physical exam on file in the St. Pius X Nurse's Office before the first day of school. This physical must be documented on the form provided by St. Pius X. The physical exam must take place and be dated as per the instructions given at the time the physical forms are distributed.

MEDICATIONS GIVEN AT SCHOOL (ASF Catholic Schools Policy Manual, # 2320)

Medications:

School personnel may **not** administer medications of any kind to any student without appropriate consent forms. The following **requirements must be met** for a student to receive medication at school:

The medicine must be in a prescription bottle or original container.

There must be a written request, signed by the student's parent or legal guardian, and by the student's doctor, specifically authorizing school personnel to administer any medication sent to school. That request must contain the following information:

The dates and times when the medication is to be administered;

Instructions as to proper dosage; and

The original signature of the student's parent or legal guardian and the original signature of the prescribing doctor.

School personnel **may not** accept general, on-demand, or standing orders for students to take over-the-counter (OTC) medications for non-specific conditions.

All medications must be kept in a secure place to which students do not have access. (Exception: School personnel may keep back-ups of inhalers or Epi-pens in the classroom, as well as in the school office, if such inhalers or Epi-pens are properly secured.) Because of the risk of students sharing medication, no student may carry his or her own medications on school campus or at any school-related event. If a student would be seriously at risk if they were not able to personally carry an Epi-pen or inhaler, and the student's parent or legal guardian requests that the student be permitted to do so, the school may grant an exception to this policy if the student's parent or legal guardian and the student's doctor document the following:

That there would be a risk to the student if the student were not able to personally carry the medication; and that the student has been instructed on the indications for use of the medication, on the administration of the medication, on the possible side effects, on the student's responsibility not to share the medication with anyone, and the student's responsibility to notify the teacher of the use immediately after such use.

The person designated by the principal to administer medication to students shall keep a log of all medicine administered. Where reasonable and feasible, a student's medication is to be self-administered in the presence of the school nurse (or designee).

Glucose testing and insulin administration is to be coordinated by the student's parent or legal guardian, in collaboration with the school nurse (or designee).

At the end of each school year, all medications shall be returned to the students' parents or legal guardians, or disposed of in an appropriate manner.

These requirements apply to over-the counter drugs as well as to prescription drugs. Other than as specifically permitted above, school personnel **will not** furnish any medication, including acetaminophen, cough drops, medicated lip balm, etc. to any student, at any time, for any reason.

Students With Food Allergies:

St. Pius X High School does not have a legal obligation to accept a student with a food allergy. It is acceptable for St. Pius X High School to deny enrollment to a student if the school cannot reasonably accommodate the student's food allergy. If St. Pius X High School knowingly accepts a student with a food allergy, the school should follow the following guidelines provided by the Food Allergy & Anaphylaxis Network ("FAAN").

Family's Responsibility:

Notify the school of the child's allergies.

Work with the school to develop a plan to accommodate the child's needs.

Provide written medical documentation, instructions, and medications as directed by the child's physician.

Provide properly labeled medications and replace medications after use or when expired.

Provide the school, at the minimum, with at least two (2) Epi-pens for school or student use.

Educate the child in the self-management of the food allergy. This would include strategies for avoiding exposure; safe and unsafe foods; symptoms of allergic reactions; how to tell an adult when having allergy symptoms; and how to read food labels (age appropriate).

Review procedures with the school, the child's physician, and the child after a reaction has occurred.

Provide up-to-date emergency contact information.

School's Responsibility:

Notify parents and the student that the school cannot guarantee an allergy-free environment.

Ensure that all staff understand food allergies; can recognize symptoms; know what to do in case of an emergency; and work with other

school staff to eliminate the use of allergens in the student's meals, educational tools, arts and crafts projects, etc. Create and review the Food Allergy Action Plan before an allergic reaction occurs to ensure the plan is efficient. Ensure that medications are appropriately stored, and be sure that an emergency kit is available containing the physician's standing order for epinephrine. If student is seven (7) years old, or older, the student may carry an Epi-pen on his/her person if properly trained. Designate and properly train school personnel to administer medications. If a student needs to or has self-injected with an Epi-pen, call 911, the parents and the student's doctor in that order. Ensure that a trained staff member is available during school operations. Discuss field trips and other special activities with the family of the child to decide appropriate strategies for managing the food allergy. Discourage students from "trading" food. Ensure all surfaces are washed clean of contaminating foods. If needed, designate a specific table in the cafeteria for students with food allergies. Encourage all students to wash hands after handling food.

Student's Responsibility:

Do not trade food with other students
Do not eat anything with unknown ingredients or known to contain the food allergen.
Be proactive in the care and management of food allergies and reactions (age appropriate).
Notify an adult immediately if they believe they have eaten or been exposed to the food allergen.

FIRST AID KIT

St. Pius X High School shall keep essential first aid supplies available at all times. First Aid kits must be the standard Red Cross First Aid kit (WITHOUT the OTC medications) and must be taken on all field trips. First Aid kits may be purchased or developed using typical first aid supplies. First Aid kits must be regularly checked and refilled as necessary. Gloves must be included and worn when there is a possibility of exposure to blood or body fluids in administering first aid. (ASF Catholic Schools Policy Manual, # 2320).

ACCIDENTS OR ILLNESS AT SCHOOL

All students must have current emergency contacts and medical information on file in the nurse's office. When a student becomes ill or is involved in an accident the school nurse (or designee) shall immediately contact the student's parent or legal guardian. In case of serious injury or illness the school nurse (or designee) shall call paramedics. If the student's parent or legal guardian cannot be reached, an attempt shall be made to contact any other person listed as the student's emergency contact. The St. Pius X High School must require that the parents or legal guardians of all student sign a statement (located on the student's physical exam form) authorizing the school to seek medical attention for the student if they or other persons cannot be contacted. (AFS Catholic Schools Policy Manual, # 2340)

COMMUNICABLE DISEASES

Any student, teacher, or other staff member having a communicable disease will be dealt with on a case by case basis. In all cases, due consideration will be given to the needs and wellbeing of the individual(s) involved, those with whom they have contact, and the broader school community being served. Information will be conveyed on a need to know basis only. Where required by law, the school will report a communicable disease to the New Mexico Department of Health and Human Services and proceed according to their directives. (ASF Catholic Schools Policy Manual, # 1510)

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)
- 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 9:00 am 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 8:00 am. 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 9:00 am 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.

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 will pick 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.
- 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 7:10 a.m. (zero hour) are credit classes and attendance is mandatory. All policies apply to these classes.

STUDENT PROGRAMS

Parents who wish to enroll their children in special programs outside the school, academic or otherwise, during the school day, may do so only with the written consent of the principal; and the approval of the superintendent. Such requests shall be judged on a case-by-case basis and if granted, shall be for a period of no more than one academic year. Granting this type of enrollment is solely at the discretion of the principal and is subject to the approval of the superintendent. (ASF Catholic Schools Policy Manual, # 2200)

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. A student who misses one class period will be issued two one-hour detentions. If a student misses more than one class period, the student will be issued a Saturday School.

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/Attendance Office to call their parent/guardian. A student who leaves campus without checking out through the Nurse's Office/Attendance Office, will be considered truant.

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 8:00 am 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

St. Pius X High School promotes and maintains a smoke-free, alcohol-free, and drug-free environment. All students are prohibited from possessing, using, or being under the influence of tobacco, alcohol or illicit drugs while on the school premises and at all school-sponsored activities. If a student possesses, uses, or is under the influence of tobacco, alcohol, or illicit drugs while on school premises or at any school-sponsored activity, the school shall immediately contact the student's parents or legal guardians, and the school may, at its discretion, contact local law enforcement. The possession, use, sale or attempted sale of tobacco, alcohol or illicit drugs by a student may result in the required withdrawal or expulsion of the student from the school. School personnel shall immediately report any incident involving the presence of any person on school campus or at any school-sponsored activity for purposes of possessing, using, manufacturing, selling or transferring marijuana, prescription, dangerous or narcotic drugs, to the principal. The principal shall in turn report the incident to local law enforcement. (ASF Catholic Schools Policy Manual, # 2330)

St. Pius X High School is interested in the well-being of each student, and strives to create a safe environment that is free of the pressures and fears that arise in the presence of drugs, alcohol or inhalants. The school's goal is to support the 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 supports the student and the family in getting the help that is needed to change (*see*, SARB below). Parents 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.

A student who is dealing or distributing any controlled or illegal substance shall be required to withdraw from St. Pius X High School.

All St. Pius X students are subject to random testing for drugs, alcohol and inhalants. Additionally, those students who participate in activities under the umbrella of St. Pius X High School will be subject to more frequent random drug testing while their activity is in season. All students are subject to drug testing on the grounds of reasonable suspicion during the school day or at any school sponsored event, on or off campus. 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 or inhalant to minors in their home. Sources reporting suspicious behavior are kept confidential.

DEFINITION OF POSSESSION

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.

UNDER THE INFLUENCE

Being under the influence, in possession, advocating the use, or the distribution of alcohol, illegal drugs, other controlled substances, drug-facsimiles, synthetic substances 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.

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 and the Principal.

TYPES OF DRUG TESTS

St. Pius X High School employs four types of drug tests—urine test, breath test, oral fluids (from the mouth) test and hair test. The most common form of drug test used at St. Pius X High School is the urine test. Specimens collected are sent to a third party laboratory for analysis. The lab sent a written report to the school.

DRUG TESTING PROCEDURE

Students who are called randomly and admit use after they are called are subject to the random drug testing process and the Substance Use/Abuse process. Once the name has been randomly selected the student will not be allowed to fall under the self-reporting or serious use policy. If a student is selected randomly or 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 will occur:

- The student's personal items including but not limited to, backpack, purse, locker, automobile, cell phone, etc. will be searched.
- The student will be given a drug/alcohol test. The collected specimen is sent to a designated lab for analysis. The results of the test are 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 a certified drug testing lab for a drug/alcohol test the same day. Parents incur the fee for this test and the results must be sent directly to the school. If the parent/guardian refuses to comply, the student shall withdraw immediately.
- If the result is positive and this is the first offense, or if the result is negative and the student admits to use and this is a first offense, a parent conference will take place. The student, with the support of his/her parent/guardian, is given the opportunity to admit and discuss his/her use of substances. The student is referred to the Substance Use/Abuse Board.
- The student and parent/guardian are advised of their scheduled meeting with the Substance Use/Abuse Review Board (SARB). 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. The student is immediately suspended from any St. Pius X High School extra-curricular activity or sport for a period of time as determined by the SARB.

- 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 is withdrawn 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 is expelled.

- **If this is the second offense, the student is withdrawn immediately from the school with no chance for re-admission. If the parent/guardian refuses to withdraw the student, the student is 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 is confiscated.
- The student is given a breath, urine, hair and/or saliva test. The urine and/or saliva sample is taken at the time the student is brought to a school official and the sample is sent to a designated lab. The results of the test are sent directly to the school.
- The parent/guardian is called.
- The student is referred to the Substance Use/Abuse Review Board.
- **If this is the second offense, the student is dismissed immediately from the school with no chance for re-admission. If the parent/guardian refuses to withdraw the student, the student is expelled. The parent/guardian is called.**

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 prescriptions, 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 or synthetic substances.
- Look alike substances or paraphernalia.

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 is notified.
- The parent/guardian is called.
- The student is required to withdraw immediately or is expelled if the parent/guardian refuses to withdraw the student, with no chance for re-admission.
- Students who assist in the possession of, use of or distribution of illegal substance will be subject to expulsion.

SUBSTANCE USE/ABUSE REVIEW BOARD (SARB)

A Substance Use/Abuse Review Board was formed to study the case of each student who is placed on a Substance Use/Abuse Probation. The board, which may include 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.
- 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 student and the parent/guardian are informed of the closure to the probation.
- **If at any time any condition of SARB is not met, the student is dismissed immediately, or is expelled if the parent/guardian**

refuses to withdraw the student. Any senior who fails to meet any conditions of SARB will not be allowed to participate in the graduation ceremony.

SUBSTANCE USE/ABUSE PROBATION

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. The following are required for the Substance Use/Abuse Review Board probation:

- Outside counseling is required by a licensed drug and alcohol counselor (LADAC) and is an essential part of the Substance Use/Abuse Probation. A minimum of ten sessions are 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.
- 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.

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

- The student is 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 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.
- Community service may be required and verified to the Dean of Students on professional letterhead.
- The student is required to attend a substance abuse program that is approved by the St. Pius X Substance Use/Abuse Review Board. The length of the program will be determined by SARB. The student must prove that he/she has attended the program. The student is also required to write a reflection paper on the experience.
- Additional requirements may be imposed as determined by SARB.
- **If at any time any condition of this probation is not met, the student is dismissed immediately, or is expelled if the parent/guardian refuses to withdraw the student.**

STUDENTS SELF-REPORTING USE AND SEEKING HELP FOR SUBSTANCE USE/ABUSE

St. Pius X High School encourages and supports students in their efforts to be drug and alcohol free. Any student who is seriously involved with substance use/abuse and seeks help for him/herself will be given help.

Students will be allowed to self-report only one time during their tenure at St. Pius X High School. Any additional self-reporting or positive test will result in immediate referral to the Substance Use/Abuse Board.

The student seeking help is drug tested immediately and referred to the school counselor. The school counselor alerts the parents and, with them, plans a course of action to help the student recover to include spiritual direction and counseling. The administration is notified.

A student who self-reports is reporting substance use for a singular use.

The student seeking help is drug tested immediately and referred to the school counselor. The school counselor alerts the parents and, with them, plans a course of action to help the student recover to include spiritual direction and counseling. The administration is notified.

If a student is a member of an athletic team or extracurricular activity, the student shall continue to attend team practices or extracurricular activities but shall be restricted from participating in any extracurricular competition or performances.

After 20 school days, the student is re-tested. If the results are lower (50% or less) than the initial testing, the student will be reinstated and allowed to compete or perform effectively immediately. If the results are the same or higher than the initial testing, the student is referred to the Substance Use/Abuse Review Board and this process begins.

Students who have a positive drug test will be subject to additional random drug testing for the tenure of their enrollment at St. Pius X High School.

TOBACCO

Possession or use of tobacco products in any form, electronic cigarettes (e-cigs), hookas and/or liquid nicotine is prohibited at any time on campus, adjacent properties or at school-related events and activities. Students in possession or using any products described above will be referred to the Dean of Students for appropriate action as a major infraction. Tobacco paraphernalia (lighters, matches, etc.) is also prohibited on St. Pius X High School's campus.

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 in the Athletic Department Contract.
- 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 be on and represent a St. Pius X athletic team.
- Have medical clearance to participate.
- Be in good academic standing. (See requirements)
- Be in good disciplinary standing. No SARB probation, limited Saturday Schools and no excessive absences or detentions.
- 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.
- **Attend mandatory team retreats.**

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.**

THE UNIFORM CODE IS IN EFFECT FROM 8:00 am until 3:00 pm. 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, 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 and SKORTS

Skirts and skorts must be properly hemmed and fall no more than two inches above the knee. Skirts waistline must be worn at the waist and must be unrolled and completely buttoned and zipped. Any student turned into Dean's Office twice for inappropriate skirt length will lose the privilege to wear a skirt for the remainder of the school year. **NOTE: EFFECTIVE 2019 - 2020 SCHOOL YEAR, SKIRTS WILL NO LONGER BE A PART OF THE APPROVED UNIFORM.**

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. **ANY CLOTHING ITEM NOT MANUFACTURED AS OUTERWEAR 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 an Administration approved St. Pius X tee (no tank tops, homemade, or altered shirts allowed). **Undershirts and camisoles must be solid white and tucked in.**

APPROVED JEANS DAYS

On approved Jeans Days, only blue or black traditional denim jeans are allowed. Jeans must fit PROPERLY and MODESTLY, be worn at the waist, and be in good condition. Jeans may not be too loose, too tight, too long, or sagging. **Jean legs may not be rolled up or have holes.**

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.

Athletic teams participating in state competitions who are seeking an alternate hair style and/or color must submit a written request by the team's coach to the Athletic Director at least two (2) weeks prior to the state competition. NO EXCEPTIONS! A return to an appropriate hair style and color must be completed by the time designated by the Administration. Failure to do so will result in disciplinary consequences.

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.
- 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 in the buildings at any time.
- Hair accessories may not cause an unnecessary distraction.

APPROPRIATE DRESS FOR SCHOOL-SPONSORED ACTIVITIES

All clothing worn to 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, for 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 their 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 FAQs

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. 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 of flowers, cards, balloons, candy, etc. to students are allowed during school hours. In the event a student forgets school related work or athletic equipment (homework, projects, lunch money and etc.) the parent can leave the forgotten item in the Main Office or the Dean's Office where the student can pick the item up. Please note, students will not be called and classes will not be disturbed to communicate this information.

FAMILY LIFE

St. Pius X believes 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 in consultation with the Superintendent of Catholic Schools.

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.

When closures exceed a reasonable number of days, the Catholic Schools Office may require that days be added to the calendar in order to maintain the level of instruction. (ASF Catholic Schools Policy Manual, # 1430)

LOCKERS

Lockers must be kept locked at all times. The school assumes no responsibility for items missing from a locker. All students are 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.

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 \$15.00. 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 or e-mail and must respond in writing.

SEARCHES OF STUDENTS AND SCHOOLS

A student assigned a locker or desk has use of, but not proprietary right to the locker or desk. Lockers and desks are the property of the school. Authorized school personnel may make periodic checks of lockers and desks, and their contents, at any time for any reason.

The Principal, Assistant Principal and high school Dean of Students, Superintendent or professional staff of the Catholic Schools Office may conduct a search of the school plant and every aperture thereof, including lockers and desks. School searches must be reasonable and related to the school official's responsibilities.

Normally, inspection of personal property, e.g. pockets, handbags, book bags, cars, etc. should not be conducted without the student's permission. If permission is given, the search must be made in the presence of at least two school officials. If permission is not given, the Principal should contact the Catholic Schools Office for further instructions.

After consultation with the Catholic Schools Office, inspection of personal property, e.g. pockets, handbags, book bags, cars, etc. may be made if the school official has a reasonable suspicion that such an inspection will reveal possession of objects or any substance which is prohibited on school property.

To facilitate compliance with this policy, schools shall publish in the school handbook a policy stating inspection rights when there is a suspicion of a threat to the health, welfare, or safety of students. (ASF Catholic School Policy Manual, #2420)

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

Many textbooks are loaned to St. Pius X by the State of New Mexico. Parents do not pay for these 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

Attaching the school name, logo, or other insignia to an event, activity, or publication implies a close connection with the school, usually sponsorship or endorsement. Involvement by individual faculty, staff, students or parents is not, by itself, sufficient basis to title an activity, program, or event as “school” sponsored. Rather the activity, program, or event must be one for which the school takes institutional responsibility.

Faculty members, staff, students, parents, and parish members may use or authorize the use of 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 and superintendent.

In appropriate cases determined by the principal and superintendent, permission for ongoing events, activities, or publications requiring approval under this policy may be given. (ASF Catholic Schools Policy Manual, # 1540)

VISITORS

All visitors are required to check in at the Main Office and show proof of identity. 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.

APPEAL PROCESS

Any appeal concerning any matter relating to St. Pius X High School shall be processed in accordance with the following regulations:

A. Resolution of Ordinary Differences within the School Community

Every attempt should be made to resolve a conflict at the lowest possible level. Occasionally, matters may arise which will require an objective review by a third party in order to assure the maintenance of positive relationships within the school

community. To facilitate reconciliation, communication and the strengthening of the community of faith, the following general guidelines shall be followed:

1. In any conflict, an effort shall first be made to resolve the issue in a spirit of fairness and justice by following the ordinary and regular communication channels between the people involved.
2. If the conflict cannot be resolved to the satisfaction of the parties involved, recourse may be made to the person with the next higher level of accountability up to and including the school principal.
3. If the principal is believed to be acting contrary to Archdiocesan or local school policy, or if there is a disagreement regarding the principal's decision affecting a student, then the student (18 years or older), the student's parent or legal guardian may request that the Superintendent review the matter or the decision.
4. If the conflict cannot be resolved following steps one through three above, then a parent or student (18 years or older) may have recourse to the superintendent.
5. If an aggrieved party requests that the superintendent review a matter or a decision, the superintendent may (at his or her sole option) assign a hearing officer to review the matter and take testimony if necessary. The superintendent may consider evidence obtained by the hearing officer in reviewing the matter and in making his/her final decision.

B. Recognition of Local Authority

In cases involving principal, the Catholic Schools Office recognizes the local administrations' authority to exercise discretionary rights within the parameters of local and Archdiocesan policy.

C. Appeal of Required Withdrawal of a Student

If a principal requires, for whatever reason, that a student withdraw from school, the student (if 18 years or older) or the parent or legal guardian may appeal the principal's decision following the steps in A. 3 and 4 above.

D. Appeal of Other Serious Decisions

There shall be no right of appeal for a student, parent or legal guardian if a principal takes some disciplinary action toward a student other than required withdrawal from the school. There shall be no right of appeal, for example, for the suspension of a student, or for detention. There may be occasions, however, where a principal decision has serious consequences and the student (if 18 years or older) or the student's parent or legal guardian requests a review by the superintendent. It shall be within the sole discretion of the superintendent to determine whether to review the decision.

E. Process of Appeal

1. When a parent or a student (18 years or older) believes his/her rights have been violated and/or the principal is believed to be acting contrary to Archdiocesan or local policy, the person may submit an appeal in writing to the superintendent with the following information, provided steps one through three above have been followed:
2. The subject of the appeal.
3. Any factual data, other than hearsay, the person considers appropriate.
4. The efforts that have been made to resolve the issue
5. The decision of the principal must be appealed within ten (10) working days of the communication of that decision by the aggrieved party.
6. The superintendent may, in his or her sole discretion, designate another person to hear the appeal and to render a decision on the superintendent's behalf.

7. If the Superintendent accepts the appeal, the superintendent (or his or her designee) shall have the discretion to review documents and take testimony (if necessary) from any witness who may have knowledge or information regarding the subject of the appeal. Should a hearing be necessary, the superintendent may hear the appeal alone or form a hearing committee, if s/he deems appropriate.
8. The decision of the superintendent is final and binding and concludes the appeal process. There shall be no further right of appeal.
9. The appeal process is designed to support the Catholic Church's belief in subsidiarity and, therefore, at no time during the appeal process may the parent or student (18 years of age) be represented by an attorney. (ASF Catholic Schools Policy Manual, # 1310)

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 portable drives, are permitted.

4. Respecting Resource Limits

- a. You will use the system only for educational and career development activities.
- b. St. Pius X does 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. Technology allowed on campus:
 1. Tablet computers
 2. Smartphones, Smartwatches (or any such devices)
 3. E-books and readers
- b. Technology not allowed on campus:
 1. Personal devices running Windows, Linux, or Mac OS operating systems
- c. Allowed devices may be used in the classroom at the discretion of the teacher.
- d. Allowed devices may be used outside a classroom from 10 minutes after the school day ends until 5 minutes before the next school day begins.
- e. Allowed devices may not be used outside a classroom from 5 minutes before the school day begins until 10 minutes after the school day ends.

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.

STUDENT REGULATIONS

2017-2018 Academic Year

STUDENT NAME (PLEASE PRINT)

First Name _____ Last Name _____ Grade Level (2017-2018) _____

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 to avoid penalty.