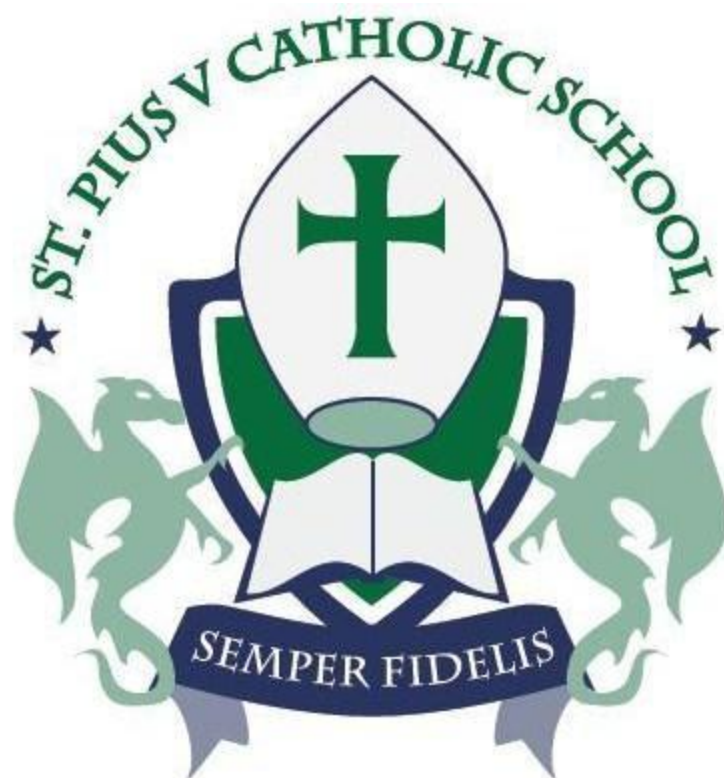


St. Pius V Catholic School

Parent – Student Policy Handbook Grades K3 – 8



“Education, Formation, and Grace since 1947”

St. Pius V Catholic School

812 S. Main

Pasadena, Texas 77506

School Office: (713) 472-5172

School Fax: (713) 534-6270

Parish Office: (713) 473-9484

Parish Fax: (713) 473-2731

Visit our website: STPIUSV.INFO

Table of Contents

PHILOSOPHY	4
MISSION STATEMENT	4
NOTICE TO PARENTS AND STUDENTS	5
ADMISSION POLICY	6
NON- DISCRIMINATION POLICY	6
ADMISSION PROCEDURE	6
STUDENT WITHDRAWALS/TRANSFERS	7
FINANCIAL POLICIES	7
TUITION	7
TUITION ASSISTANCE	7
FEES	8
MONEY IN SCHOOL	8
WITHHOLDING REPORT CARDS: ARCHDIOCESAN POLICY 3220.4	8
ATTENDANCE POLICIES	9
STUDENT ABSENCE	9
ATTENDANCE REGULATIONS	10
ARRIVAL AND DISMISSAL	10
TARDY POLICY	10
UNIFORMS	11
UNIFORM FOR 2011-2012	11
P.E. UNIFORMS	12
UNIFORM REQUIREMENTS	12
NON-UNIFORM PRIVILEGES	13
ACADEMIC POLICIES	14
CURRICULUM AND TEXTBOOKS	14
CLASS ASSIGNMENTS	14
HOMEWORK	14
GRADING	15
REPORT CARDS AND PROGRESS REPORTS	15
PROMOTION	15
RETENTION	16
STANDARDIZED TESTING	16
RECOGNITION	16
ENRICHMENT	16
STAR PROGRAM	16
COMMUNICATION	17
SCHOOL NEWSLETTER	17
WEEKLY FOLDERS	17
CONFERENCES	17
PARENTAL AND STUDENT RIGHTS	17
NON-CUSTODIAL PARENT	17
COMMUNICATION PLAN FOR ST. PIUS V CATHOLIC SCHOOL	18
DISCIPLINE POLICY	19
R.I.G.H.T. CHOICE	19

CONSEQUENCES	20
MAJOR OFFENCES	21
HEALTH.....	22
IMMUNIZATIONS.....	22
SICKNESS	22
COMMUNICABLE DISEASE CONTROL MEASURE	23
MEDICATIONS IN SCHOOL	23
ANNUAL STUDENT SCREENINGS	24
STUDENT ARRIVAL AND DISMISSAL	24
STUDENT ARRIVAL	24
STUDENT DISMISSAL	24
LUNCH.....	25
LIBRARY.....	26
AFTER SCHOOL PROGRAM	26
BEFORE SCHOOL CARE	26
TUITION.....	27
RULES AND REGULATION	27
PARENTAL INVOLVEMENT	28
SCHOOL BOARD	28
VOLUNTEERS	29
BOOSTER CLUB.....	29
GENERAL INFORMATION	29
FIELD TRIPS.....	29
PARTY POLICY.....	30
BIRTHDAYS	30
SCHOOL PICTURES	30
PARENT VISITS/VISITORS.....	30
STUDENT ARTICLES FORGOTTEN AT HOME	31
STUDENT ARTICLES FORGOTTEN AT SCHOOL.....	31
LOST AND FOUND.....	31
LOCKERS (GRADES 6-8)	31
SAFETY/EMERGENCY OPERATIONS PLAN.....	31
EMERGENCY SCHOOL CLOSING	31
IRIS ALERTS	31
CHANGE OF ADDRESS/EMERGENCY INFORMATION	32
EXTRA-CURRICULAR ACTIVITIES.....	32
ARCHDIOCESAN APPEALS PROCESS	33
SCHEDULED AND “AS NEEDED” (PRN) MEDICATION PERMISSION.....	34
PARENT-STUDENT POLICY HANDBOOK ACKNOWLEDGMENT FORM.....	36
2011-2012 SCHOOL CALENDAR.....	37
LET EVERYTHING I DO BE DONE IN LOVE (TRUE LOVE TO GOD AND MAN AS INSPIRED BY GOD’S LOVE FOR ME).1 CORINTHIANS 16:14	41

St. Pius V Catholic School

Philosophy

St. Pius V Catholic School is a pastoral and educational instrument of St. Pius V Catholic Church. As an educational ministry in the parish, the school has the obligation to fulfill the educational mission of the Catholic Church, and has as its primary goal the continuous formation of the Christian person.

We, at St. Pius V Catholic School, acknowledge that parents are the first and foremost educators of their children, and are charged with the challenging task of creating a family atmosphere animated with love and reverence for God and all people. We are privileged to assist parents in the task of educating their children.

The focus of St. Pius V Catholic School is on the person's spiritual, moral, intellectual, social, cultural, and physical development. It is the joint responsibility of students, teachers, and parents to make St. Pius V School a faith-filled community where the primary purpose of education, helping students reach their potential, is enlivened by the Gospel spirit of freedom and charity.

The aim and desired result is to graduate students who are well versed in the Catholic faith, Christian in their attitude and outlook, and academically prepared to continue their education.

St. Pius V Catholic School

Mission Statement

The community of St. Pius V exists to treasure and proclaim the Gospel of Jesus Christ and educate each student in a spirit of faith and academic excellence according to Roman Catholic principles.

Notice to Parents and Students of St. Pius V Catholic School

All policies, programs, and explanations included in the Parent - Student handbook are designed to help facilitate the development of our students as spiritually, academically, socially, and psychologically well-rounded individuals. Through the success of our students comes the greatest reward, fulfillment, and growth for each of our school staff members.

Please review this entire policy handbook to gain a complete understanding of what is expected of students who attend St. Pius V Catholic School.

Both the parent/guardian and the student will be asked to sign the Policy Handbook Acknowledgment Form found in the back of this policy handbook. The form states that each member has read and understands the information contained in this policy handbook and agrees to abide by the school procedures, regulations, and policies.

The school and/or the principal retain the right to amend this handbook for just cause. Parents will be given notification if changes are made.

All interpretation and application of the rules and policies contained herein are at the sole and final discretion of the pastor and administration.

Success comes from working together. We thank you now for your cooperation and efforts in working with us to make your child's Catholic school experience a positive one. With the Lord's guidance, we will find success for each of our students.

The Policy Handbook Acknowledgment Form is due in the school office by the end of the first week of school.

St. Pius V Catholic School is fully accredited by the Texas Catholic Conference Education Department (TCCED), recognized and approved by the Texas Education Agency.

Admission Policy

Non- Discrimination Policy

The Catholic Schools in the Archdiocese of Galveston-Houston admit all students to the rights, privileges, programs, and activities made available to the student body. They shall not discriminate on the basis of race, color, age, or national origin in the administration of its admission, loan, athletic, or scholarship programs.

New admissions will be based on the following priorities:

1. Students currently attending St. Pius V School
2. Siblings of students currently attending St. Pius V School
3. Families committed to Catholic School education transferring from another Catholic School.

Admission Procedure

1. Parents/Guardian will complete an application form and present the following original documents to the school office with the required application fee. Forms are available from the school office.

- ◆ Birth Certificate
- ◆ Baptismal Certificate
- ◆ Social Security Card
- ◆ Immunization Record
- ◆ Previous school records
 - Last report card
 - Cumulative record
 - Achievement testing

2. A student entering Pre Kindergarten must be 4 years of age on or before September 1st.

A student entering kindergarten must be 5 years of age on or before September 1st.

A student entering first grade must be 6 years of age on or before September 1st.

3. Upon receipt of the application form and all required records and reports, an interview will then take place with the family and the child/children. Standardized testing may be administered to new students at the principal's discretion.

4. The Principal makes the decision regarding acceptance of the new student.

5. Upon acceptance, a registration form is completed and a non-refundable registration fee is paid.

All new students accepted are on a probationary period that exists for six weeks, during which time a decision is made whether or not the school can meet the needs of the child.

At the end of the nine weeks, the principal will inform the parents of the acceptance of the student or the need for the parent to seek to enroll the student elsewhere since the school is not able to meet the needs of the student.

6. Returning students are held under a conditional acceptance.

Students who are invited to return for the upcoming school year will register during the spring semester. Fees are to be paid at this time.

Student Withdrawals/Transfers

When a student is transferring to another school, parents should notify the principal and the homeroom teacher. It is advisable to notify the school at least one week in advance of the transfer. All textbooks, library books, and other school property should be returned to the teacher. Transcripts and other school records will be released only after all financial obligations have been met and all textbooks and library books have been returned.

Financial Policies

Tuition

St. Pius V Catholic School provides families with an ATC tuition payment or credit card payment to either mail or bring to the school office. Tuition is paid over an eleven month period, August - June. There is also the option of paying semi-annually or annually. The tuition is due on the first of each month and considered late if not received by the seventh of the month. A late payment of \$ 25.00 will be assessed after the 10th of the month. An additional \$25.00 will be assessed for each subsequent month the tuition payment is late.

The 2011-2012 Tuition rates are:

Kindergarten – Eighth Grade Yearly Tuition

<u>Number of Students</u>	<u>Tuition</u>	<u>Discount</u>
1	\$4180.00	0%
2	\$3762.00	10%
3	\$3553.00	15%
4	\$3344.00	20%

Pre-K3 and Pre-K4 Yearly Tuition

<u>Number of Students</u>	<u>Tuition</u>	<u>Discount</u>
1	\$3520.00	0%
2	\$3168.00	10%
3	\$2992.00	15%
4	\$2816.00	20%

Tuition Assistance

A tuition assistance program is available for students on the basis of family need. Families interested in this program are required to complete a financial aid application and supply the necessary information for consideration. The Tuition Assistance Committee will consider the following factors:

- ◆ Family income and size
- ◆ Other undue burdens on the family's resources
- ◆ History of attendance at St. Pius V Church
- ◆ Pastor input and evaluation

All financial information is held in strictest confidence.

Fees

Registration fees must be paid during spring registration or upon acceptance into St. Pius V School. Such fees are non-refundable and ensure a student's enrollment in the upcoming school year.

2011-2012 Fees Grades Pre-K3 through 8th:

Enrollment Fee - \$175.00 (per student) Non-Refundable.

Includes:

- ◆ \$75.00 Registration
- ◆ \$50.00 Technology Fee
- ◆ \$25.00 Diocesan Fee (Student Insurance & School Tax)
- ◆ \$15.00 Library/Media Center Fee
- ◆ \$10.00 Home & School Association Fee
- ◆ \$25.00 Activity Fee

ACH (Automated Clearing House) or Automated Credit Card Payment:

- ◆ \$35.00 ACH (Automated Clearing House) Fee or Automated Credit Card Payment is a *one time* fee per family and is Non-Refundable.
- ◆ ACH or Automated Credit Card Payment fee is due at the time Registration forms are submitted.
- ◆ ACH or Automated Credit Card Payment fee is waived if tuition is paid annually or semi-annually.

Books/School Supplies/Consumables Fee (per student) Non-Refundable:

<u>Grade(s)</u>	<u>Fee</u>
Pre-K3 & Pre-K4	\$255.00
Kindergarten	\$305.00
1 st -5 th	\$350.00
6 th – 8 th	\$400.00 (This includes science lab fee)

Any other Academic, Athletic, or Extra-Curricular fees are separate and announced in the newsletter.

Money in School

If you give your child a check or money to bring to school for any reason, it should be put in an ENVELOPE with your child's NAME on it and the PURPOSE of the check or money. Children should never have more money in school than they will need for the day.

Withholding Report Cards: Archdiocesan Policy 3220.4

Report cards and/or transcripts are not issued at the end of each reporting period or the end of the school year until all financial obligations are met.

Attendance Policies

In compliance with the Texas Catholic Conference Education Department (TCCED) and the State of Texas Family Code, schools of the Archdiocese of Galveston-Houston follow compulsory attendance law.

St. Pius V Catholic School establishes and publishes a school calendar prior to the beginning of each school year. Parents/guardians are expected to honor the calendar established by the school.

Student Absence

Daily attendance is the only effective way to ensure continued academic progress. School absence is categorized in the following manner:

Family Emergency - A death in the immediate family, serious, or a prolonged illness is handled on an individual basis. Special care and consideration for the student and his/her family would dictate the procedure that the school would follow in such circumstances. Please contact the school office as soon as possible to inform us of the situation. A note is to be sent to the homeroom teacher upon the student's return to school. Students will be required to make up all work missed during an absence. Students will be given an allowance of one school day for each day the student was absent to make up assigned work and tests.

Absence due to Illness - If a student is unable to come to school due to illness, the parent/guardian is expected to notify the school office by 9:00 a.m. A note is to be sent to the homeroom teacher upon the student's return to school. Students will be required to make up all work missed during an absence. Students will be given an allowance of one school day for each day the student was absent to make up assigned work and test.

Absences for Other Reasons – When a student is absent from school for any reason other than a doctor's appointment, illness, or family emergency, the student will not be permitted to make up the work that he/she missed. The school staff is not obligated to provide special services when a parent opts to schedule activities that warrant student absence on compulsory attendance days as indicated on the annual school calendar.

- ◆ On the day of an absence, class work/homework requests need to be called in to the office by 9:00 am to allow sufficient time for teachers to prepare.
- ◆ Junior High Student's work and books will need to be picked up in the school office.
- ◆ If any emergency arises and a student must leave school early, please call the school office so we may notify the teacher to have your child ready. This will minimize the disruption in the classroom.

Doctor/Dental Appointments - Arranging doctor and dental appointments during the school day is strongly discouraged. Please make a sincere effort to have all doctors' appointments made after school. If this is impossible and a student must be dismissed early, a note is to be sent to the teacher. Parents should report to the school office to sign the check-out book before the student is released. Parents will need to sign the student back in at the school office before the student returns to class. All students will be required to bring a doctor's note if they miss any part of the school day.

Restricted Physical Activity – If for any reason a student is not able to participate in Physical Education class or recess for more than 2 or 3 days, please send a doctor's note to the homeroom teacher. The note

should explain the situation, the physical activities restricted, and the approximate duration your child will not be able to participate in these activities.

Attendance Regulations

It is essential that a child attend school regularly in order to maximize his/her potential. A student who incurs more than eighteen absences per year may be required to repeat the grade.

In addition, students who exceed the maximum of eighteen days absent will be required to attend Saturday School at the parent's expense. Saturday school is defined as four hours of supervised study hall from 8:00 am to 12:00 pm on Saturday morning. The students must be in uniform. The fee for these sessions is \$100.00.

An excuse in writing signed by the parent/guardian stating the reason for the child's absence must be presented to the teacher the day the child returns to school. If the note does not accompany the student, such an absence will be counted as unexcused. The following are accepted excuses for absence: illness, death in the family, doctor appointments, and any emergency situations. All other absences are considered UNEXCUSED. Ten unexcused absences will require attending Saturday School at the parent's expense. Any child who is absent for three or more consecutive days, must present a doctor's note to the school office.

Arrival and Dismissal

Students being dropped off between 6:30 am and 7:45 am must report to the cafeteria. Parents can drop off their children in the "drive thru" area of the parking lot. Morning school activities are located in the cafeteria and adult supervision is present at all times. In order to have a secure environment, ALL students must be dropped off and picked up from the cafeteria. You do have the option to park and accompany your child to the cafeteria only (NOT to the classroom).

Students arriving at school after 7:45 am are tardy. They must be accompanied by an adult to the back main entrance of the cafeteria. Please enter the cafeteria quietly as Morning Prayer is being conducted. A notice will be posted outside the side entrance once prayer has begun.

Students arriving after Morning Prayer must be accompanied by an adult to the back door for a tardy slip. The accompanying parent must escort their child to their classroom. For the safety of our students, no child will be permitted at any time to walk the school grounds unattended.

Students can be picked up from the cafeteria between 3:30 pm and 3:45 pm. After 3:45 pm, all remaining students not in after school care, will be picked up from after school care and fined \$1.00 per minute until student is picked up. Students can be picked up from After School Program or from extracurricular activities between 3:45 pm and 6:00 pm or when practice is scheduled to end.

NO student is allowed to attend sport events without a parent being present unless they are on the SPV team.

All parents and guardians are welcome to join us for daily prayer and Mass on Friday. Remember, Mass begins at 8:00 am and your child is tardy after 7:45 am.

Tardy Policy

A student is tardy if he/she arrives after 7:45 a.m. bell rings. A student who is late is required to report to the school office for a tardy slip before being admitted to class.

Habitual tardiness seriously affects a student's school performance and disrupts the class they are entering. This student is also losing learning time. Tardies are recorded for each grading period on the report card. Tardiness, like absence, interferes with a child's progress in school. All students are expected to be on time for classes. Five tardies during one nine-week grading period may require a parent-teacher conference.

Parents whose children are continually tardy may be in violation of St. Pius V Catholic School Policies and Procedures and may be required to make up missed academic time at Saturday School. Saturday School cost will be \$100.00.

A student will attend Saturday School after 10 tardies and every 5 tardies after the first ten.

If necessary, parents will be contacted to discuss habitual tardiness and students may be subject to dismissal from school.

If a student misses 2 (two) to 4 (four) hours of the school day, they will be marked ½ day absent.

Perfect attendance is recognized with an award is given at the end of the year. This is given to those students who are not absent or tardy during the school year.

Uniforms

Uniforms are to be purchased from Parker School Uniforms (www.parkersu.com)

Students should wear school uniforms every day, unless given special permission by the principal. All students PreK through 8th grade MUST be in full school uniform on all school days and in the required P.E. uniforms (grades 3-8) for all Physical Education classes. It is very important to label every item of uniform clothing with the student's name.

The uniform dress code is strictly enforced. Students will observe the uniform dress code rules at all times. Students in violation of the dress code will be given a uniform infraction slip. These violations will affect student's citizenship grade.

The appropriateness of the uniforms may be determined at the discretion of the principal or their designee.

Uniform for 2011-2012

BOYS Grades	Long Pants w/belt	Walking Shorts	Shirt	Shoes	Socks
PreK3 – 8th	Navy Blue	Navy Blue August – Nov March – May	Plaid	All black tennis shoe / no wheels	Navy Blue
GIRLS Grades	Tights	Skirt	Blouse	Shoes	Socks
PreK3-5 th	White or Blue Worn only in Winter	Culottes – pleated Plaid	White midy w/ plaid tie	All black tennis shoe / no wheels	White crew socks
6 th -8 th	X	Split skirt – pleated Plaid	White midy w/ plaid tie	All black tennis shoe / no wheels	White Knee Highs

P.E. Uniforms

Students must wear a St. Pius V School t-shirt and shorts for P.E. class (grades 3-8). St. Pius V t-shirts and shorts are to be purchased through Parker Uniforms. Tennis shoes must be worn in PE. The same socks worn to school may be worn in PE. Every student enrolled in our school is expected to participate in PE class. If a student is physically unable to participate, he/she must obtain a written excuse from a doctor. In the case of an emergency, a student may bring a note from their parent/guardian and he/she will be excused for the day. If the student is in school, he/she is still expected to dress out for PE, even if he/she is sitting out. Failure to participate in PE activities may result in a "U" in conduct and/or PE.

Uniform Requirements

A student's general appearance reflects their attitude toward the school and themselves. An abusive or negative attitude hurts the entire school. St. Pius V School students dressed in uniform represent and reflect the tradition of St. Pius V School. St. Pius V Catholic School will be the sole judge of what is improper grooming and/or attire. Students out of dress code will be sent to the office. Parents may be contacted to bring proper uniform attire for student to remain at school.

Belts must be plain black in color. Belts with insignias, logos, studs, etc. are not permitted.

Socks must cover the ankles and must be solid white for **girls** and navy blue (logos are not permitted) for **boys**. Socks must be crew socks and be visible from 3 inches above the shoe. Cotton tights (black, white or navy blue only) may be worn in cold weather. Girls may not wear leggings under the uniform skirts. **6th-8th girls** wear ONLY white knee-highs. **Boys** only navy blue socks.

Shoes – PK3 through 8th graders. All children must wear black tennis shoes ONLY. **No** sandals, work boots, combat style boots, Mary Janes or dress shoes.

Sweaters – All students may wear a blue cardigan sweater. Sweaters can be purchased through Parker Uniform Company. Students will not be allowed to wear any other type of sweater in the classroom.

Sweatshirts – Navy sweatshirts with the school logo may be worn in place of the cardigan sweater. Sweatshirts may be purchased through Parker Uniform.

T-Shirts – St. Pius V t-shirts may be worn on Spirit Days. DARE t-shirts may be worn by 5th graders on DARE days. Club t-shirts may be worn only on days the club meets.

Jackets – Any jacket or coat may be worn to school but not in the classroom. The acceptable jacket for the school classroom is hunter green with the school logo.

Jewelry - Only one set of small, stud, pierced earrings at a time (girls only). No dangle or loop earrings permitted. No bracelets permitted on girls or boys unless it is a St. Pius V Catholic School wristband. A modest, religious medal or cross on a simple chain along with one small ring, and one watch are allowed. No beeping or chiming watches are permitted. No body piercing. No tattoos. The school will not be responsible for the loss, breakage, or theft of jewelry and/or other personal items. Jewelry not conforming to these guidelines will be taken from the student and returned as designated by the administration.

Cosmetics - Nails and face are to be free of nail polish and make-up. No false nails. No cologne or perfume.

Hair - Hair must be neat, clean, natural color and well groomed at all times. No bleaching, tinting, or highlights. Hairstyles that are deemed distracting to the educational environment are inappropriate.

Boys' hair length cannot cover the eyebrows or be longer than the collar of a shirt. Hair must be neatly trimmed, no ponytails and/or braids. Facial hair is inappropriate and not allowed at school.

Girls' hair must be controlled with barrettes, clips, etc. to keep it out of the face. Hair ribbons and bows must be solid colors that match the school uniform or made from uniform material. (White/Hunter Green/Navy Blue/Black) Hair ribbons and pony tail holders are not to be worn as bracelets.

A parent/guardian will be notified by the Administration to remedy distracting appearance deemed not suitable for continued enrollment.

Shirts/Blouses - All shirts/blouses must be neat, and cleaned. Shirts/blouses are to be correct size, not baggy. Only during the cold winter months are girls allowed to wear a white shirt under their uniform shirt and boys navy or black undershirts for warmth.

Skirts - Girls' jumper and skirt must be neat, clean and the length must be to the mid-knee or below. Skirt should touch the floor when kneeling.

Shorts – Shorts for boys are to be purchased from Parker Uniform only. The uniform walking shorts may be worn from the start of school through November 30 and from March 1st through the end of school.

Hats - No hats, caps, or head coverings may be worn in the school building during the school day.

Non-Uniform Privileges

During the school year, special days may be designated as non-uniform dress days. Students are instructed as to what constitutes appropriate attire for these occasions. Certain types of apparel are inappropriate for school even on non-uniform dress days. Such clothing includes halters, shorts, skirts, or dresses that are not school uniform length, shorts with fringe, shorts made of sweat-pant or jersey material, spaghetti-strap tops or dresses, T-shirts with offensive slogans/symbols, backless shoes, and ragged clothing. Failure to dress appropriately will result in parents being notified to bring appropriate clothing for students to remain at school that day. . Students not abiding by the dress code may result in exclusion from the special activity/event that day or the possibility of losing future “non-uniform” privileges.

All articles of clothing (and lunchboxes too!), MUST have student's name written inside the item. Please use a permanent marker to ensure that clothing can be returned to its proper owner.

Academic Policies

Curriculum and Textbooks

The formal curriculum for St. Pius V Catholic School is contained in the Galveston-Houston Archdiocesan Curriculum Guides. These curriculum guides are based on Christian values and authentic Catholic doctrine. Textbooks are selected from the State of Texas adopted textbook list. A variety of supplementary materials in addition to basic textbooks are used to enrich and expand the curriculum.

Textbooks are distributed to students at the beginning of the school year. Students will be fined for damages beyond the normal wear or be asked to pay full replacement cost for books lost.

Class Assignments

It is the student's responsibility to keep up with class assignments.

- ◆ Students with excused absences will make up any work missed.
- ◆ Any student entering the school later in the day will make up work missed.
- ◆ Students absent on the day of a test will be expected to take the test the first day of returning to school.
- ◆ Students will be given an allowance of one school day for each day the student was absent to make up assigned work.
- ◆ On the day of an absence, class work/homework requests need to be called in to the office by 9:00 a.m. to allow sufficient time for teachers to prepare. If a call is not made to the office by 9:00 a.m., the student will get the work from the teacher the following day or upon returning to school.

It is the purpose of these guidelines to promote responsibility in our students.

Homework

The purpose of homework is to help students develop good study habits, foster positive attitudes toward school, and to communicate to students the idea that learning takes place at home as well as at school. Homework will reinforce skills and concepts taught in class. Grades 1-5 will be assigned homework Monday - Thursday and Grades 6-8 will be assigned homework Monday - Friday. Assignment books are utilized in grades 3 - 8. Parents should ensure that students complete all homework assignments. If your child is spending significantly more than OR less than the suggested time, a discussion with the student's teacher may be in order. The approximate time allotment per night is:

Grades 1-2	15 - 30 minutes
Grades 3-4	30 - 45 minutes
Grades 5	45 - 60 minutes
Grades 6-8	90 minutes

In grades 6-8, there will be zero tolerance for late homework. If a student does not have his/her homework ready to turn in when it is due, he/she receives a zero for that assignment. In cases of extreme family situations, the parent needs to write a note to the teacher explaining why the homework could not be done. This note is to be given to the teacher the day the homework is due. Homework and daily classroom assignments together will comprise 20% of the nine weeks grade.

Grading

Grades are based on daily work, class participation, homework, tests, extra work, notebooks, oral reports, neatness, promptness in work, and initiative.

Grades 1 - 8

Numerical grades are given on student report cards for all major subjects.

The designated Evaluation Code is used for all other subjects.

For conduct grades the Evaluation Code is used.

	<u>Major Subjects</u>
Grades 1 – 3	Religion, Reading, English, Spelling, Mathematics
Grades 4 – 5	Religion, Reading, English, Spelling, Mathematics, Social Studies, Science
Grades 6 – 8	Religion, Language Arts, Mathematics, Social Studies, Science

Grading Code

A+	99 - 100
A	95 - 98
A-	93 – 94
B+	91 - 92
B	88 – 90
B-	86 – 87
C+	84 – 85
C	80 – 83
C-	78 – 79
D+	76 – 77
D	72 – 75
D-	70 – 71
F	below 70

Evaluation Code

E	Excellent	90 or above
S	Satisfactory	80 – 89
N	Needs Improvement	70 - 79
U	Unsatisfactory	below 70

Grade Weight (Grades 1st -8th)

20%	Homework/Participation
35%	Class work / Quizzes
45%	Tests/Projects/Presentation

Report Cards and Progress Reports

All report cards and certificates will be mailed during the first two weeks of June, at the end of the school year. Progress Reports are on line at the midpoint of each grading period as needed.

Pre Kindergarten and Kindergarten - Parent/Student/Teacher conferences are held in lieu of a written report the first nine weeks. Report cards are issued for the subsequent nine-week grading periods.

Report cards and records are withheld when financial responsibilities to the school have not been met. These include tuition, After School Program payments, lunch card charges, library fines, or payments for lost or damaged books.

Promotion

A student is promoted if, considering his/her abilities, he/she satisfactorily completed the work of the current grade curriculum. Promotion from Pre-Kinder 3&4/Kindergarten shall be based upon accomplishing the required essential curriculum elements as well as progress made in social and emotional growth.

Retention

A student may not be promoted to the next grade if after considering the student's abilities; the student has not satisfactorily completed the current grade curriculum. Failing final grades may result in a student not being promoted to the next grade.

If all avenues have been explored and the school cannot meet the needs of the student or the parent(s) have not acted on the school's recommendations regarding diagnostic evaluation, the principal has the right to request withdrawal of the child (if currently enrolled) or refuse admittance.

Standardized Testing

Catholic schools in the Archdiocese of Galveston-Houston participate in achievement testing in the spring of each year. Testing is one of several means of accessing pupil performance. Students in grades 1, 3, 5, & 7 will be tested using the Iowa Test of Basic Skills Program (ITBS). Students in grades 2, 4, 6, & 8 will be tested using the CoGate testing program.

Upon completion and return of scores, parents will be notified of test results. Test results are recorded on the permanent record card.

Designated weeks for testing are published on the yearly school calendar. Parents are asked not to schedule doctor/dentist appointments, family vacations or outings, etc., during testing weeks unless there is a family funeral or medical emergency. St. Pius V Catholic School cannot guarantee a make-up date or time for any part of the test missed from the ITBS.

Recognition

All eligible students in the 1st through 7th grade are recognized for their scholastic efforts and academic achievements at the end of the year assembly on the last day of school. 8th grades are recognized at their graduation ceremony.

Enrichment

There are several activities in which the children participate to further enhance and stimulate their education. These may include: Art contests, Talent Show, Speech Tournaments, Spelling/Geography/Vocabulary/Religion Bees, Science Fair, Poetry and Essay contests, and extracurricular activities. In the 7th and 8th grade, students are eligible for the National Junior honor Society. Grades 6th through 8th are eligible for ambassadors for the school. School Council has representatives from 2nd through 8th grade. Officers for the Student Council are from 7th and 8th grade. We believe each student has talent in some area of his/her life. By offering these activities, St. Pius V Catholic School hopes to help each student realize his/her talent and foster a positive self-image.

STAR Program

The STAR program is designed to aid those students who need additional assistance to be successful in their academic pursuits. STAR is held during the school day and students in this program receive between ½ an hour a week to 1 ½ hours a week of individual or small group attention. We believe every student can succeed given enough time and effort on the part of the school, child, and parent. Testing is available to determine the extent of help needed by an individual child. We are able to work with some learning disabled students, however, if it is determined that the student needs expertise we cannot provide, we will offer assistance to the parents for placements of that student into another school or program.

Communication

School Newsletter

A newsletter/bulletin called the "Dragon News" is published every Tuesday. This bulletin will contain the menu for the upcoming month, announcements, information about important events, and changes in schedules. Please read the Dragon News carefully every week. This is an important communicational link between the school and parents.

Any person/organization wishing to include information in the Dragon News, please contact the school office. DEADLINE FOR ITEMS TO BE PUBLISHED IN THE DRAGON NEWS IS 11:00 AM MONDAY.

Weekly Folders

Each student will bring home a communication folder every Tuesday. The folder will contain weekly reports on progress and behavior. Your signature is required as acknowledgment. Please read all information and after signing, folders are to be returned on Wednesday.

Conferences

All available school resources shall be utilized to promote student success. Lines of communication will be kept open to inform parents of student progress in all areas. Concerns about a student will be addressed initially by the classroom teacher and parent. In the event concerns continue, referrals for additional assistance and resources may be pursued through the school administration.

Formal Conferences - Parent-Student-Teacher conferences are held twice a year, during the first grading quarter (fall) and during the third grading quarter (spring).

Informal Conferences –Discussions about your child’s progress are welcome throughout the school year. However, teachers are not available to discuss issues during the regular school day without an appointment. Contact the school office to leave a message for the teacher or send a note with your child. Teachers will contact you within 24-48 hours of receiving the message. If you have not been contacted, please call the school office so we can assist with the communication between home and school.

Intervention Conferences – Parents of students who are experiencing academic, social, and/or behavioral problems will be asked to conference with the team of teachers who work with the student daily. At this time, a School Intervention Plan will be completed to determine causes of the problems and recommendations made to resolve the problem.

Parental and Student Rights

St. Pius V Catholic School shall respect parental and student rights to information and to confidentiality. The school shall:

1. provide parents and students access to records directly related to the students (e.g. duplicate report card, permanent record card, health records)
2. obtain written consent of parents before releasing personally identifiable information from student's records.

Non-Custodial Parent

Parental rights extend to either parent unless the school has been provided with evidence that there is a court order, statute, or legally binding document relating to such matters as divorce, separation or custody

that specifically revokes these rights. A copy of such document must be in the school file. In case of joint custody, both parents should be equally informed of their child's progress.

Communication Plan for St. Pius V Catholic School

The school communicates and keeps a continual dialogue with each of the following people.

Pastor - Each week the school principal has a scheduled meeting with the pastor at which he is kept current on all school matters and any concerns are addressed.

Faculty - A staff memo communicates important information to the staff. On the first Monday of each month, all teachers meet with the principal to discuss concerns and plans. The principal encourages staff members to discuss any concerns or problems in an ongoing open door policy with the office.

Parents - The principal explains communication procedures to the parents at a parent orientation. School Policy Handbooks are distributed. Parents and students are required to sign an acknowledgment form indicating they have read and agree to abide by all procedures, regulations, and policies.

The principal and staff use phone calls, e-mails, and personal notes for further communication.

It is suggested when a parent has a problem with the school they first go to the person with whom they have the concern. If the matter is not resolved, discuss the matter with the principal, next the pastor, and finally the Superintendent of the Archdiocese of Galveston-Houston Catholic Schools.

Students - Each morning the principal and staff communicate with all the students. The school office is a friendly place where all students are welcome to share problems or good news.

Superintendent's Office - In order to maintain good communication with the school's main office in Houston, the principal and staff attend meetings as requested.

Online – All St. Pius V Catholic School newsletters, grades, calendar, forms, etc. are online at stpiusv.info

Discipline Policy

R.I.G.H.T. Choice

Effective learning begins with effective discipline. Discipline is everything we do to model character and teach self-control and acceptable behavior. We teach our students to make the **R.I.G.H.T. Choice**. This can be observed in students whose behavior is consistent with good moral principles and Christian values. We strive for a positive, non-disruptive environment in which all persons, their rights, and their belongings are respected. An integral component of our discipline program is fostering self-discipline. Students must learn to be responsible for their own behavior by making the **R.I.G.H.T. Choice**. St. Pius V Catholic School has high expectations of appropriate behavior for its students. We believe that discipline is taught. Therefore, we concentrate on teaching our students appropriate behaviors and social skills through our school wide discipline policy – **R.I.G.H.T Choice**.

The **R.I.G.H.T. Choice** discipline is as follows:

Responsibility

Integrity

Gratitude

Helpfulness

Trustworthiness

Responsibility – Responsibility is doing what you are supposed to do and being accountable for your actions. When you make a mistake, you offer amends instead of excuses. Areas of responsibility in school include:

- ◆ Control of the volume of one’s voice
- ◆ Being prepared for class with necessary supplies (class materials, signed papers/tests)
- ◆ Studying
- ◆ Having assignments complete-on time
- ◆ Listening in class
- ◆ Following directions
- ◆ Obeying rules
- ◆ Being in control of one’s self

Integrity - Integrity is exemplifying high core values. It is being honest and sincere. Integrity helps you to listen to your conscience, to do the right thing, and to tell the truth. You act with integrity when your words and actions match. Integrity gives you self-respect and a peaceful heart.

Gratitude – Gratitude is the state of being grateful. If you are grateful for your authorities you will obey, if you are grateful for your friendships you will be truthful and loyal. If you are grateful for your possessions you will be thorough and organized in caring for them.

Helpfulness – Helpfulness is being of service to others, doing thoughtful things that make a difference in the lives of others. Offer your help without waiting to be asked. Put others before yourself.

Trustworthiness – Trustworthiness is being worthy of trust. People can count on you to do your best, to keep your word and to follow through on your commitments. You do what you say you will do.

Discipline is the responsibility of every student, parent, and educator. It is both a cooperative and an individual effort. The ideal for which we strive is that discipline is best achieved through love and good example. However, when disciplinary actions are necessary, they will be carried out in a firm, fair, caring and consistent format.

The **R.I.G.H.T. Choice** is displayed in every classroom and throughout the campus. It is based on rules, positive recognition for appropriate behavior, and consequences for unacceptable behavior. Students will receive natural or logical consequences for behavior infractions and infractions will be documented.

A weekly conduct folder is sent home with each student on Tuesdays, noting the student's conduct for the week. The conduct for the week is based on the number of behavior infractions documented for that week. The folder must be signed by a parent/guardian and returned on Wednesday.

Weekly conduct grades for grades 5 through 8 will be given according to the **R.I.G.H.T. Choice** discipline policy. The grades given will be as follows:

E = 0 infractions. Student required no redirection and exceeded expectations.

S = 0-2 infractions and/or student required redirection.

N = 3-4 infractions

U = 5 or more infractions

Weekly Conduct grades for grades Pre-K through 4 will be awarded according to the **R.I.G.H.T. Choice** classroom discipline policy.

Consequences

Behavior infractions include, but are not limited to:

- ◆ Disrespectful conduct to adults and other students
- ◆ Forgery
- ◆ Cheating/Plagiarism
- ◆ Abusive language and/or the use of profanity
- ◆ Bullying – emotional or physical
- ◆ Violation of dress code
- ◆ Chewing gum or eating candy
- ◆ Damaging school property
- ◆ Any behavior that the school/principal deems disruptive to the educational and moral environment of the school or any behavior that does not comply with the **R.I.G.H.T. Choice** discipline policy.

If a student does not respond to efforts made by the teacher to encourage appropriate behavior, the parent and the Principal will be notified. If inappropriate behavior continues, the student will be sent to the Principal's office and the student will be given consequences for his/her behavior.

These consequences may include:

- ◆ Counseling student
- ◆ Parent notification (written or verbal)
- ◆ Restitution
- ◆ Lunch and/or recess detention: Lunch detention is served by student on the same day or the next day as the infraction.
- ◆ Morning and/or After school detention: (Student must report to the cafeteria with Sister Krysia). Morning Detention 7:00 a.m.–7:45 a.m. After School 3:45 p.m. - 4:30 p.m.
- ◆ Saturday detention: A student who receives a detention will report to school in DRESS UNIFORM at 8 a.m. Each detention will require the student to remain until 9 a.m. A teacher or school staff member will supervise the detention time. Cost is \$50.
- ◆ In school suspension

Late arrivals to any detention will be subject to refusal of entry and assignment of another detention.

Severe Clause: Out of school suspension or expulsion

If a student commits a major offense, the student will meet with the Principal, followed by a Discipline Committee meeting.

Major Offences

Major offense consequences may include:

- In school suspension
- Out of school suspension
- Expulsion

Major offenses include, but are not limited to a student:

- possessing, using, selling, or distributing harmful or illegal substances, including alcohol
- smoking or using any tobacco product
- having possession and/or using a cell phone, beeper/pager, or any other type of communication system during school hours*
- having possession of a weapon
- making threats of bodily injury or harm to a student/school personnel
- assaulting a student or any school personnel
- vandalizing school property or the property of others
- having possession of pornography
- participating in disruptive activities by a group such as gangs
- engaging in chronic inappropriate behavior which disrupts the learning environment

* Cell Phones and Electronic Devices

Students are not permitted to use electronic devices (IPODs/MP3 players, CD/DVD players, cameras, electronic games, beepers, etc.) on campus while school is in session.

Students may not use cell phones (including texting) on campus during school hours (6:30 a.m.-6:00 p.m.) Cell phones must be left at home. The school office phone may be used for emergencies.

Calling parents for forgotten homework, projects, or making social plans, etc. does not constitute emergencies. Students who break this rule will be given Saturday Detention on the 3rd offence at a cost of \$50.00

Parents or other family members choosing to call or text students during school hours are strictly prohibited. Be aware that if a cell phone “goes off” during school hours, it will be confiscated. Messages of an emergency nature will be relayed to students if called into the front office.

1st infraction - parents must pick up the phone in the office

2nd infraction – detention

3rd infraction – Saturday detention

4th infraction – Phone will not be returned until 5/31/12

Parent cell phones and pagers must be turned off or put on vibrate while on the school campus or while attending school activities.

Health

Immunizations

Students in all schools of Texas Catholic Conference Education Department must comply with all required immunizations as set forth by the Texas Department of Health, Immunization Division. All immunizations should be completed by the first day of attendance.

- Registration requirements for first-time students include a current immunization record on all required immunizations. (Immunization exemptions are **only** permitted for medical reasons.)
- Parents/Guardians will be informed of needed immunization(s) for student's already enrolled in school. Parents/Guardians have 14 days to obtain the required immunization(s). If after 14 days the student has not received the required immunization(s), the student will not be allowed to return to school until the school receives proof of immunization(s).

All immunizations must include; day, month, and year and must be validated. If the record is from another state or country and does not have the day, month and year, a copy of the record can be submitted by the school to the Immunization Division for approval. **Immunization records are required to be written in English.**

Sickness

A registered nurse from Christus will be available on Mondays from 7:30am-3:30 pm to care for sick children. Tuesday through Friday, the school clinic is not set up to care for sick children. For the protection of all the students, the following guidelines have been set up. A child having one or more of the following symptoms will be sent home:

EXCLUSION GUIDELINES	RETURN TO SCHOOL GUIDELINES
Oral temperature of 100° degrees or above	Fever free for 24 hours without the use of fever reducing medicine(i.e. Tylenol, Motrin)
Vomiting, nausea or severe abdominal pain	Symptom free for 24 hours
Marked drowsiness or malaise	Symptom free
Sore throat, acute cold, or persistent cough	Symptom free
Red, inflamed, or discharging eyes	Symptom free - If bacterial infection – after 24 hours of antibiotic treatment and symptoms subside.
Acute skin rashes or eruptions	Written physician release
Swollen glands around jaws, ears, and neck	Written physician release
Suspected scabies or impetigo	After treatment has begun
Any skin lesion in the weeping stage	Symptom free
Diarrhea; runny, watery, or bloody stool	Symptom free
Pediculosis (head lice)	After one treatment with medicated shampoo. Hair will be checked prior to returning to school. Re-check again in 7-10 days.
Other symptoms suggestive of acute illness	Written physician release

For conditions other than emergencies, the student will be attended to in the clinic and allowed to return to the classroom.

All families will fill out an Emergency Information Form at the start of each school year. All phone numbers and emergency contacts MUST be kept up to date. Whether a child is not feeling well or a serious accident occurs, parents or authorized persons should be able to be reached at all times. Please inform the school office of any changes in this information throughout the school year.

Communicable Disease Control Measure

If your child has any type of infectious disease or rash, please notify the school clinic immediately. After such disease, parents should take the child to the school clinic before re-entering the classroom. Students will need a permit from their physician for re-admission to school. (Examples: measles, mumps, chicken pox, pink eye, lice, impetigo, scabies, ring worm, hepatitis, mononucleosis, etc.)

Medications in School

School personnel designated by the principal (a nurse or a non-licensed person) will give medication necessary to allow a child to stay in school. The following are required for the administration of medication in Catholic schools in the Archdiocese of Galveston-Houston Catholic Schools.

Parents/Guardians

Parents/Guardians are encouraged to schedule the administration of a student's medication in such a manner that medication brought to school will be kept to a minimum. The physician may be able to prescribe the medication to be taken before or after school hours. Written documentation must be obtained from a parent/guardian stating that the parent/guardian understands that a non-licensed person may give medication. It is the responsibility of the parent/guardian to bring to the school office all medications, permission written and signed by a physician, and any equipment needed. Students are not permitted to keep any medication or drugs in their pockets, locker, backpack, or lunch kit. All medications must be kept in the school clinic.

Permission and Instruction for Giving Medication

Medication is considered to be “by mouth”, inhalers, ointments and other external preparation, cough syrup, cough drops, sore throat lozenges and all medications that can be purchased over the counter with or without a physician’s order.

1. Scheduled (Daily), Short-term Medication, or Treatment Request. Prescribed or over-the counter medication may be administered to students only upon written request by the parent/guardian and physician. The request must state the student’s name, name of the medication, prescribed dosage of the medication, route, time/s of administration of the medication, beginning and ending dates the medication is to be given, liability release, and the signature of the parent/guardian and physician. **The “Medication Permission Form” is used to collect all the necessary information and required signatures. Ordered treatments use the same form.**

2. “As Needed” (PRN). Prescribed or over-the-counter medication given on an “as-needed” basis or “PRN” may be administered to students by parent or physician. The information needed includes all the information from daily medications but will include the circumstances and condition warranting administration of the medication, detailed information on administering the medication, direction concerning dosage, route, frequency between medication doses, the maximum number of doses a day, and when to notify parents.

Treatments such as blood sugar monitoring for diabetes are to provide the same information including details on how to perform the treatment. The “Medication Permission Form” is used to collect all the necessary information and required signatures.

Labels and Containers

All medication, prescribed or over-the-counter, must be in its original container and must be properly labeled in English. A properly labeled prescription is a prescription with the pharmacy label stating the student's name, name of medication, and date the prescription was filled. Over-the-counter medication must be in the original container with directions and dosage labeled on the bottle with the student's name. No medication in unlabeled containers or *plastic bags* will be accepted.

The following will not be given:

- Sedatives, Experimental drugs or dosages, Herbal, dietary supplements, or other medication not approved by the FDA or Narcotic analgesics.
- Nebulizer treatments may only be given by a RN or LVN, or parent.

At the end of the school year, all medication must be picked up from the clinic or it will be destroyed.

Annual Student Screenings

Student screening for vision and hearing problems are state regulation pursuant to the Special Senses Communications and Disorders Act of 1983. Student screening for spinal curvature is state regulation according to TAC, Section 37.141-37.152

Vision and Hearing

First time entrants

Grades Pre-K, K, 1, 3, 5, 7

Entrants from another state

Spinal

All students in grade 6

Child Abuse and Neglect

Provisions of the Texas Family Code require reporting of all suspected child abuse or neglect under penalty of fine or jail sentence or both, for failure to timely report.

Student Arrival and Dismissal

Student Arrival

Parents are asked to drive through the parking lot at the side of the school to drop students off beginning at 6:30 am. Students will go directly to the gym where teachers will be monitoring students before the start of school. To ensure an orderly drop off, parents are NOT to escort students to the cafeteria. If your child is not able to exit the car by themselves, please park and walk to the cafeteria.

For families needing to drop students off earlier, we offer Before School Care. Students should be brought to the as early as 6:30am. There is no cost for students.

Student Dismissal

Parents may pick up their children by parking and coming into the cafeteria, but please wait until the students are sitting and the teacher dismisses them.

“Car Riders/Carpools”

Students will be dismissed and loaded into cars on the side parking lot of the school building. School personnel will have a system to load individual students and carpools in a quick and orderly fashion.

To ensure an orderly and speedy dismissal, each family will be assigned a card. These cards will be displayed in the front windshield. Teachers will be positioned in car lines to relay family name to school personnel who will then arrange for students on that card to be ready for loading as the car approaches in the line.

After School Program

Students going to the After School Program will be called to meet at the designated tables in the cafeteria.

For Your Child's Safety

To ensure a safe dismissal of all students, please inform the school office of any changes that affect the afternoon pick up of your child/children. The homeroom teacher should also know the child's dismissal routine.

If an adult other than the parent, guardian, or regular carpool adult is to pick up a student, they must pick up the student in the school office. A driver's license will be required.

Any students not picked up by 3:45 pm Monday - Friday will be brought to the school cafeteria. If the school office has not received communication from the parent/guardian, the following steps will be taken:

1. The staff will try to contact the parents.
2. The staff will try to contact the adults on the emergency form authorized to pick up the child immediately
3. The authorities will be notified if the child is not picked up.

Parents will sign out the student. Habitual late pick up will result in a supervision charge of \$1.00 per minute being added to your tuition account.

Lunch

Our lunchroom staff works hard to ensure students are eating nutritionally based meals. We strive to meet federal standards concerning age appropriate nutritional guidelines.

School menus are published monthly online and posted in your child's classroom and in the cafeteria.

Lunch is provided by Ken O'Dan Foods. The prices for meals are as follows:

1. Regular Meal \$3.50 (4oz of meat w/3 sides)
2. Large Meal \$4.20 (8oz of meat w/ 3 sides)

In ordering with Ken O'Dan Foods, the most important detail for all parents to ensure that their child will receive their lunch would be to follow the rules set forth:

1. All menu orders are to be turned into the school office prior to the set due date, or ordered on line before the 25th day of the prior month.
2. No late orders are accepted.
3. No refunds are offered if not notified by 7 am of the needed day by email (www.kenodanfood.com). No refund on acts of God for the first 48 hours of business following the act.
4. All lunch related questions are to be handled through Ken O'Dan Foods, and not St. Pius V Catholic School.
5. Write a letter "R" for regular meal and "L" for the large meal on the calendar grid.

Students may not bring carbonated drinks from home. Please do not put a carbonated drink in a thermos or other type of drink container; they may explode or spill.

No food can be taken from the cafeteria. No fast food can be brought into the cafeteria by the parent or student.

Library

St. Pius V Catholic School is fortunate to have an ever-growing library. Our library is funded by our book fairs. Books purchased in memory of a loved one include their name on the bookplate.

Our library holds two book fairs per year. These are exciting events for the students and we welcome your participation. The school website has the dates posted on the monthly calendar.

Each class visits the library every week. Library periods are posted and students are allowed to check out a specified amount of books according to their grade level. Parents are urged to encourage reading, research, and proper care of borrowed materials. Students will pay fines on overdue books, 5 cents per weekday. If the student is absent there is no fine, but the book must be returned the day the child returns to school.

Students will be expected to reimburse the school for the cost of damaged or lost books.

After School Program

Before School Care

The morning Before School Program operates from 6:30 a.m. to 7:30 a.m. Students are to be dropped off at the side entrance of the school and enter the cafeteria from the north entrance. Parents will be able to see their child from the driveway. Students may not enter the gym from any other entrance. There is no cost for this service.

After School Program

St. Pius V Catholic School offers an After School Program available to our enrolled students. The After School Activities Program is provided for use by parents whose working hours do not permit them to pick-up their children at dismissal times. This is all in accordance with Archdiocesan policy and the Texas Catholic Conference Education Department.

The program operates from 3:45 p.m. to 6:00 p.m. Monday – Friday. After School Program is only offered on days when school is in session. There will be no After School Program on early release days.

Families wishing to choose a two-day or three-day a week option must specify which days students will be attending. This is necessary to ensure enough personnel for adequate adult supervision and to be prepared for activities each day.

After School Program is not prepared for drop-ins. If an emergency arises such that a family member is unable to pick up a student by 3:30 p.m., the parent should call the school office to discuss the situation. There is a \$ 25.00 registration fee per child. Every child that stays for After School Program must be pre-registered with an application and ACH on file. The form must be completely filled out and signed with the registration fee attached. This fee is non-refundable.

Tuition

<u>Monthly Rate</u>		
Monday - Friday	1 child	\$100.00 per month
	2 children	\$150.00 per month
	3 children	\$200.00 per month
	4 children	\$225.00 per month
	5 + children	\$250.00 per month
Three days a week	1 child	\$75.00 per month
	2 children	\$125.00 per month
	3 children	\$150.00 per month
	4 children	\$175.00 per month
	5 + children	\$200.00 per month
Two days a week	1 child	\$50.00 per month
	2 children	\$100.00 per month
	3 children	\$125.00 per month
	4 children	\$150.00 per month
	5 + children	\$175.00 per month

- ★ The tuition is due on the first of the month and is non-refundable if the child is absent. Checks should be made payable to St. Pius V Catholic School.
- ★ August tuition will be combined with December and will be considered a full month's tuition. December will not be charged.
- ★ Families must commit to using the After School Program for 3 or 5 days per week from August to May in order to qualify for this rate. This commitment must be made in August. Annual rate can be paid in 10 equal payments August – May.

Rules and Regulation

After School Program is an extension of St. Pius V Catholic School and adheres to the same procedures and regulations.

1. Discipline
2. Behavior Expectations
3. Dress Code

If a student enrolled in After School Program is present at school, we assume they will be attending After School Program that afternoon. Please call the school office if you child will not be attending After School Program or if there is any changes to their normal routine.

Facilities Used: Gym, Cafeteria, and School Playground

Activities: Snacks, study time/ quiet time, organized and free time, crafts, games, etc.

Pick-Up Policies: All children should be picked up by 6:00 p.m. If a child is late being picked up, the charge is \$ 1.00 per minute, starting at 5:30 p.m. (St. Pius V Catholic School Clock Time). This fee must be paid immediately to the person in charge.

No adult other than those listed on the After School Program form will be allowed to pick up your child from the program. If there is a change in a person picking up your child, After School Program must be notified. We request in writing any information concerning alternative pick up arrangements. Any adult picking up a child, other than parents, will be asked to show a valid driver's license. Parents will pick up students from the cafeteria unless otherwise notified. Parents are required to "sign-out" their child each day. If a child is not picked up at closing and we have not received word from the parent, the following steps will be taken:

1. The staff will try to contact the parents.
2. The staff will try to contact the adults on the emergency form authorized to pick up the child immediately.
3. The authorities will be notified if child is not picked up.

Termination: The services of the After School Activities Program for an individual child may be terminated by the Principal. Written notice will be issued for the following:

1. The abuse of the After School Program hours (continual late pick-up)
2. Non-payment of fees/tuition for the program. Tuition in arrears for one month will be grounds for termination.
3. Failure of an adult or child to maintain a reasonable standard of conduct.

Any enrolled After School Program student who attends a St. Pius V School Activity (scout meetings, dance, band, PSIA practices, etc.) may be brought to After School Program provided a note is on file stating the day and time of the activity and its dismissal time.

Parental Involvement

School Board

The St. Pius V Catholic School Board is an advisory board that consults with the pastor and principal in developing policies, budgets, and financing. The School Board, in consultation with the pastor and the principal, is charged with the responsibility of implementing Archdiocesan Board of Education policies. There are working committees for development, public relations, facilities, and long-range planning.

The School Board is comprised of the pastor and the principal along with nine members elected by the process of discernment. The nine representatives consist of parents of children attending St. Pius V Catholic School and a minimum of one parishioner with no children at the school. Meetings are held monthly. (See the website for dates).

Home and School Association (HSA)

The St. Pius V Catholic School HSA is a network of parents who are actively involved in supporting the school by providing the manpower for fund-raisers and special events at school. The purpose of this organization is:

- ◆ to promote communication and a spirit of friendship and cooperation among the administration, teachers, school board, and parents.
- ◆ to raise and distribute funds to support St. Pius V School.
- ◆ to organize volunteers for all HSA Standing Committees, other volunteer programs, and all HSA fundraising projects.

Every parent is encouraged to become involved in the HSA, and to actively work to empower this organization to be a tremendous success and asset to the school.

Volunteers

Our volunteer program welcomes all parents and friends of the school to get involved in activities both in and out of the classroom. Volunteering not only enhances your child's education, but also makes you a part of it. The faculty and staff are greatly appreciative and supportive of our volunteers' contributions.

All volunteers are required to attend a Protecting God's Children workshop, be "VIRTUS" trained, and to sign documentation specified by the Archdiocese of Galveston-Houston.

Parents have an opportunity to sign up for various volunteer positions at the beginning of the school year. The HSA's Volunteer Coordinator works with the school staff to coordinate the entire volunteer effort.

Booster Club

This organization consists of students, parents, and any supporters of the St. Pius V Catholic School Athletic program. Volunteer forms are included in Student Athletic Handbook.

Service Hours

The St. Pius V Home and School Association Service Hour Representative/Secretary will keep track of all Service Hours issued. By May 1st, the HSA Secretary will submit a report to the school office on families who have not earned the required 10 hours per family. Families will be charged \$25.00 for every hour not earned. Opportunities to earn service hours include, but are not limited to:

Sparkle Clean Up Day	1 hour per work hour
Parish Festival	1 hour per work hour
Halloween Carnival	1 hour per work hour
HSA Meetings	1 hour per family
Fall/Spring Dances	1 hour per work hour
Santa's Breakfast	1 hour per work hour
Head Room Parent	6 hours
Committee Chairperson	6 hours
Sport Events (Concession Stand)	1 hour per work hour
School Office Volunteers	1 hour per work hour
School Board	15 hours

PLEASE NOTE: a \$15.00 fee is charged to your account if you sign up to do service hours and do not show. You MUST notify the office 24 hours before the event in order not to be charged.

General Information

Field Trips

Field trips serve the instructional program by utilizing educational resources of the community to supplement classroom work. Parents must sign a field trip permission form allowing their child to participate. Students must return this proper form; no other form will be accepted. NO phone permissions are allowed. NO exceptions will be made! If a parent does not want their child to participate, the school should be notified in writing. Students not participating in the field trip will be expected to attend school that day and participate in an alternative planned activity.

- ◆ Field trips are privileges and students can be denied participation if they fail to meet academic or behavioral requirements.

- ◆ Each class may go on 1 field trip. Uniforms will be worn on field trips unless otherwise indicated on the permission slip.
- ◆ Any parent driving for school field trips are required to complete all necessary documentation. Questions, please contact Mrs. Lemus.
- ◆ To ensure the safety of our students, Field Trip drivers/chaperones may not bring younger children on the field trip

The Archdiocese has guidelines for adults driving on field trips which may change at the discretion of the Archdiocese or the Administration.

- ◆ The driver must be 21 years of age.
- ◆ The driver must have a copy of a valid and current driver's license on file in the school office.
- ◆ The driver must have read and completed the Ethical and Personal Conduct Policies booklet.
- ◆ The driver must have completed the Volunteer Drivers form.
- ◆ The vehicle must have a valid and current registration and a copy on file in the school office.
- ◆ The vehicle must have valid and current license plates.
- ◆ The vehicle must be insured for the following minimum limits:
 - \$100,000 per person / \$300,000 per occurrence.
 - A copy of the current proof of insurance must be on file in the school office.

Party Policy

St. Pius V Catholic School celebrates two holidays each year with classroom parties - Christmas and Mardi Gras. The Room Parent will contact the teacher in advance to discuss the party guidelines and parent responsibilities.

Birthdays

Each student's birthday is recognized at morning assembly. Children may bring a special snack (cupcake/cookie) to share with their class; however no favors or drinks should be brought. Please check with the student's teacher to determine which day is best to bring the special snack to avoid schedule conflicts.

Please NO special treats at any other time.

Invitations to private parties/birthday parties may be distributed at school ONLY if each class member receives an invitation. The only exception is if each girl or each boy in the homeroom class receives an invitation. The student should consult the teacher before distributing invitations. Invitations sent to school that do not comply with the above rules will be sent home for distribution by mail.

School Pictures

St. Pius V Catholic School has contracted with Interstate to take school pictures. The individual photos of students in their school uniform will be published in the school yearbook. Dates of picture taking are announced in the school newsletter and posted on the monthly calendar of the school website.

Parent Visits/Visitors

Due to reasons of safety for our children and staff, parents/visitors are not to go directly to a classroom to speak with a teacher or child during the school day or during dismissal. All parents and visitors are to report to the school office. If a student is leaving early, the parent is to sign the student checkout book in the school office.

ALL VISITORS TO THE SCHOOL ARE ASKED TO SIGN IN AND SIGN OUT AT THE SCHOOL OFFICE!!

All visitors will be issued a visitors badge to be worn while on school grounds.

Student Articles Forgotten at Home

We ask that you do NOT bring students forgotten items from home. An important part of building responsibility in children is allowing them to experience logical and natural consequences. Students will not be allowed telephone use to call for forgotten items. Your cooperation in this matter is appreciated.

Student Articles Forgotten at School

After the dismissal bell, students will not be allowed to return inside the school building to retrieve forgotten items and/or textbooks/notebooks without permission from office staff. No one will be granted permission to re-enter until dismissal is complete. This is to ensure the safety of students and an orderly dismissal procedure.

Lost and Found

Please label ALL articles of clothing, lunch boxes, and backpacks with your student's first and last name. Any items found will be kept in a box in the school office. The school is not responsible for any lost or stolen property. Any unclaimed items will be donated to the St. Vincent de Paul Society at the end of school.

Lockers (Grades 6-8)

Students will have specific assigned times to go to their lockers. This will help prepare them for high school and foster responsibility and preparedness.

Safety/Emergency Operations Plan

A safety plan is in place in case of fire, tornado warnings, train derailments, and bomb threats. Students learn safe and orderly procedures and drills are conducted regularly at unannounced and varied times. This plan is updated annually and on file in the school office.

Emergency School Closing

In case of inclement weather such as flooding, storms, or icy streets, St. Pius V Catholic School will follow the decision of Pasadena Independent School District. Announcements will be made via the radio and the Houston television stations.

IRIS Alerts

The Archdiocese of Galveston-Houston has purchased for all Catholic schools an emergency notification system, IRIS (Immediate Response Information System). The system allows the Archdiocese and St. Pius V Catholic School to use phone numbers and email addresses to notify parents of emergency and non-emergency events.

Please add alert@irisdispatch.com to your address book so that these emails will not be filtered out as junk mail. In the event of an actual emergency (i.e. school closing due to weather), an email will be sent immediately followed by a phone call to all phone numbers on file until the system reaches a "live" person. The system is designed to call your cell, work, and home telephone numbers. Because of this emergency system it is important to keep your contact information current. At this time, the school will be updating the system information sent in from you. The hopes are that in the future parents themselves will update information to the system directly.

Usually, only emails (no phone follow-up) will be sent for non-emergency situations. In the future, for school closings always check your email first. This method is the fastest way to receive information since the system calls hundreds of numbers per minute, but many other schools and districts also use the system so calls may not reach you until later in the morning.

We are excited about this new technology available to us and the ability to improve our communication with our St. Pius V Catholic School families.

Change of Address/Emergency Information

Please contact the school office, preferably in writing, as soon as your family has any address or phone number changes. All Emergency Card information MUST be kept up to date. Whether a child is not feeling well or a serious accident occurs, parents or authorized persons should be able to be contacted at all times.

Extra-Curricular Activities

FOR YOUR CHILD'S SAFETY: Always ensure the supervising adult is on campus and knows your child is present when dropping off a child for an extra-curricular activity. Students participating in any of these programs may not bring siblings. The school makes no provisions for supervision of siblings for after school activities. Parents should arrange for siblings to be picked up or may enroll them in AFTER SCHOOL PROGRAM.

Late Policy

If a student is continually picked up later than the designated dismissal time for the after school activity, the student will not be allowed to continue participating in the program.

Altar Servers: Catholic boys and girls in grades 5 - 8 are eligible to participate in the parish altar servers program. St. Pius V Parish/School coordinates this program. Please contact the church office for more information.

P.S.I.A.: The Private School Interscholastic Association is an academic program where students can compete at a district and a state level.

Scouts: There are various groups of all levels of Boy Scouts and Girls Scouts associated with St. Pius V Parish. Call the following individuals for more information.

Cub Scouts & Boy Scouts - Mr. Harrison 713-946-1982

Girl Scouts – Melanie Flowers 713-472-5172

Cub & Boy Scouts are not a St. Pius V Catholic School sponsored activity, therefore the school is not kept informed of troop and pack happenings. Please call the group's sponsor if you have questions or need more information.

Sports: St. Pius V Catholic School has an Athletic Program open to students in grades 6-8. The program includes soccer, volleyball, basketball, softball, baseball, and track.

National Junior Honor Society: The NJHS is a national organization that recognizes student achievement. The four tenets of NJHS are scholarship, service, character, and leadership. This organization is open to students in grades 7-8 who exemplify the four tenets of NJHS. Activities include service projects and attending the state convention.

Standards of Membership: The NJHS at St. Pius V Catholic School is open to seventh and eighth grade students who maintain a 90 overall grade point average and who are good role models to the other students in their academics and behavior, and who abide by the handbook regulations and all school rules.

Additional Clubs: TBA

Archdiocesan Appeals Process

Although the Archdiocese endeavors to establish a harmonious Christian atmosphere within its schools, it recognizes that misunderstandings or differences of opinion sometimes occur. Ideally, such matters can be resolved informally by a parent or guardian meeting with the immediate authoritative person to discuss the matter. If, however, the matter is not then settled to the parent or guardian's satisfaction, the parent or guardian may institute a formal grievance. A formal grievance must be in writing and must be received in five (5) working days following the occurrence of the event on which the grievance is based. Please contact the principal for a copy of the Archdiocese's current appeals process/grievance procedure for further details. Also, please note that the current policy supersedes and replaces all previous policies and statements regarding institution and processing of formal grievances within Archdiocesan schools.

St. Pius V Catholic School

SCHEDULED AND "AS NEEDED" (PRN) MEDICATION PERMISSION

Only **necessary** medication (prescribed for, but not limited to the treatment of: ADD/ADHD, Asthma, Diabetes, and Epilepsy) may be given at school. All medication should be given outside of school hours, if possible. Three-times-a-day medications should be given before school, after school and at bedtime for optimal coverage. Should school personnel refuse to give medication, the parent/guardian is informed and the incident documented. If necessary, medication can be given at school only under the following conditions:

1. If medication is needed in order for a student to remain in school, this form must be completed by the parent/guardian, signed by the physician, and returned with the medication to the nurse or principal designee.
2. All necessary medication prescribed for a student must be signed by a physician, dentist, physician assistance, podiatrist, or nurse practitioner and parent/guardian. All prescription medication must be in the prescription bottle and labeled with a current pharmacy prescription label. "Over-the-counter" medication must be in its original labeled container and have the student's name on the bottle. Medications sent in baggies or unlabeled containers will not be given. "Over-the-counter" include cough drops, ointments, and eye drops and may not be given without a physician and parent signature.
3. It is the responsibility of the parent/guardian to bring all medication to the clinic/office and to pick up unused medicine. Any medicine unused that is not picked up will be destroyed.
4. Experimental medication/dosages will not be given. Herbal medication, dietary supplements, and other nutritional aids not approved as medication by the FDA will not be administered at school.
5. Only antibiotics prescribed to be taken four times a day with noon, as one of those times will be dispensed.
6. Medications must be kept in locked cabinet/drawer in the school office/clinic and administered in the school office/clinic unless other considerations are made.
7. A student may need medication in a school-related event. The principal is to authorize a school employee to administer medication. The medication must be in the original container, a photocopy of the parental permit, and the time(s) the medication is to be given.
8. Only the **school nurse** can give Nebulizer treatments in school. Non-licensed school personnel are not permitted to administer this treatment. The parent must come to school to give the treatment if there is no nurse.
9. No one-time medication such as an antibiotic or sedative will be given.
10. Complete the "As-Needed Medications, Special Medication or Treatment" section for medications that are "prn" any other route other than oral and for special treatments needed.
11. Special forms must be filled out for emergency medications such as those for allergies. A special form must be filled out when a student is to carry asthma medication.

NAME OF STUDENT: _____ GRADE: _____

NAME OF MEDICATION and STRENGTH _____

DOSAGE: _____ TIME(S) _____

ROUTE _____ DIRECTIONS FOR GIVING _____

BEGINNING DATE: _____ ENDING DATE: _____

AS-NEEDED MEDICATION, SPECIAL MEDICATION OR TREATMENT SECTION

A. Circumstances warranting requested PRN treatment/medication:

1. Condition requiring treatment/medication: _____

2. Signs and symptoms of condition: _____

3. Signs and symptoms that require medication and/or treatment to be given:

4. Length of time signs and symptoms present to warrant treatment/medication:

5. Related signs and symptoms of condition which constitute a medical emergency for which EMS and parent called:

6. Maximum number of treatments per school day not to exceed: _____

7. Additional instructions/comments: _____

8. Supplies needed _____ Amount _____

C. Skills required to administer treatment/medication: _____

D Method of administration of treatment/medication: _____

E. Additional instructions/comments:

F. This medication may/may not be carried by school personnel to school-related events or off-campus events.

Beginning Date: _____ End Date: _____

SIGNATURE OF PHYSICIAN: _____ **DATE:** _____

(STAMPED SIGNATURE NOT ACCEPTED)

PRINTED NAME: _____

PHYSICIAN'S TELEPHONE NUMBER: _____

Parent or Guardian:

I want to be called: ___ Before giving the medication ___ After medication is given ___ Other

Comments or information:

I hereby request that the medication specified above is given to the above named student and that someone gives the medication other than a medically trained person. I realize that the school does not have to agree to allow medication to be given to a student by school personnel. I understand that the school's agreeing to allow the medication to be given is for my benefit and the student's benefit. Such agreement by the school is adequate consideration of my agreements contained herein. In consideration for the school agreeing to allow the medication to be given to the student as requested herein, I agree to indemnify and hold harmless the Archdiocese of Galveston – Houston, its servants, agents, and employees including, but not limited to the parish, the school, the principal, and the individuals giving the medication of and from any and all claims, demands, or causes of action arising out of or in any way connected with the giving of the medication or failing to give the medication to the student. Further, for said consideration, I, on behalf of myself and the other parent of the student, hereby release and waive any and all claims, demands, or causes of action against the Archdiocese of Galveston – Houston, its agents, servants, or employees, including, but not limited to the parish, the school, the principal, and the individual giving or failing to give the medication.

SIGNATURE OF PARENT/ GUARDIAN: _____ **DATE:** _____

Parent-Student Policy Handbook Acknowledgment Form

Dear Parents,

Thank you for reading the Parent-Student handbook. This year the handbook will be posted on the school website. If you have any questions during the year, please refer back to the online handbook.

Please sign, date, and return this acknowledgment form to your child's teacher. Your signature and that of your child/children indicate that you have carefully read this handbook.

It is expected that you have discussed with your child/children the appropriate items from the handbook, and that you and your child/children agree to abide by the school procedures, regulations, and policies discussed in this handbook.

The topics addressed in this handbook are not inclusive and are subject to discretionary interpretation by the principal. St. Pius V Catholic School and/or the principal retain the right to amend this handbook for just cause. Parents will be given prompt notification if changes are made.

This form is due by **Friday, September 16, 2011**

Thank you for your cooperation.

Detach and Return

We have read and discussed the St. Pius V Catholic School Policy Handbook for Parents and Students. We agree to follow the school procedure, regulations, and policies covered in this Handbook.

Parent Name _____

Please Print

Parent or Guardian Signature

Date

Student Signature

Date

Student Signature

Date

Student Signature

Date

Student Signature

Date

Student Signature

Date

St. Pius V Catholic School

2011-2012 School Calendar

- ◆ School Summer Hours: Monday – Thursday, 9AM to 1PM Effective May 31, 2011
- ◆ Earn ONE Family Service Hour each time you attend a monthly H.S.A. meeting!
- ◆ Calendar is subject to change. Parents will be given prompt notification of revisions, if any.

MAY 2011

31 – 6/02 Drop off Slightly Used Uniforms to School Office Library
31 Renovations of Restrooms Begin

JUNE 2011

6-9 Slightly Used Uniform Sale (9AM to Noon) Library
7 Health Weigh Camp Begins thru June 30 (9AM to Noon) Gym
8 Volleyball Camp Begins (6PM-9PM) Gym
30 *Consumable and ACH Fees are due to SPV School Office*

JULY 2011

7 *1st Month's Tuition is automatically drafted – REVISED*
(FIRST PAYMENT WILL BE ON AUGUST 7, 2011)

AUGUST 2011

1-12 Teacher In-Services
6 Sparkle Day (9AM to 1PM)
7 *1st - Month's Tuition is automatically drafted - REVISED*
9 H.S.A. Welcoming (6:30PM) Café
10 Sport Physical's @ SPV (12:30PM-3:30PM) Gym
11 Archdiocese Mass for SPV Faculty
12 OPEN HOUSE *bring school supplies (7AM-4PM)
13 SPV Field Day w/Family Picnic (10AM-2PM)
15 **FIRST DAY OF SCHOOL – 1ST QUARTER**
17 School Board Meeting (6:30PM) Convent
19 First School Mass (8AM)
25 Chuck E. Cheese Family Night (4PM-10PM)
26 School Mass (8AM)
26 SPV Student Ice Cream Social – Welcome Back!!
30 *Activity Fee due to SPV School Office*

SEPTEMBER 2011

2 School Mass (8AM)
2 Back to School Dance (6:30PM-10:00 PM)
5 **Labor Day – No School**
6-9 Camp Kappe (5th Grade ONLY)
7 *2nd Month's Tuition is automatically drafted - REVISED*
9 Special 9-11 Mass & Grandparents Day Celebration (8AM)
13 H.S.A. Meeting (6:30PM) *Band Performs

15 School Mass (8AM)
16 **P.T.S.C. – No School *Student will be marked absent if “No Show” (7AM-4PM)**
21 School Board Meeting (6:30PM) Convent
22 Skate Night (7PM-10PM)
23 School Mass (8AM)
30 School Mass (8AM)

OCTOBER 2011

3-7 Homecoming Week
6 School Mass (8AM)
7 Archdiocese In-service – NO SCHOOL
7 Homecoming Dance (6:30PM-10PM)
7 *3rd Month's Tuition is automatically drafted - REVISED*
10-14 Fire Prevention Week
11 H.S.A. Meeting (6:30PM) *PK3 & PK4 Performs
14 Mass (8AM) & Pastor Day
14 **END OF 1ST QUARTER**
17 **2nd QUARTER BEGINS**
19 School Board Meeting (6:30PM) Convent
20 Chuck E. Cheese Family Night (4PM-10PM)
21 School Mass (8AM)
24-28 Red Ribbon Week
28 School Mass (8AM)
28 Halloween Carnival (6PM-10PM)

NOVEMBER 2011

1 All Saints Day (8AM)
4 Movie Night (6PM-10PM) SPV Gym
6 Turn Clocks Back!
7 *4th Month's Tuition is automatically drafted - REVISED*
8 H.S.A. Meeting (6:30PM) *Kinder Performs
11 Veteran's Day Mass (8AM) *Special memorial for Brenda Arcala
16 School Board Meeting (6:30PM) Convent
17 Geography Bee (2PM) Cafe
18 School Mass (8AM)
18 Thanksgiving Luncheon
21-25 **Thanksgiving Holidays – NO SCHOOL**
29 School Confession (9-11AM) *3rd - 8th grade ONLY

DECEMBER 2011

2 School Mass (8AM)
4 Santa's Breakfast (9AM-1PM)
7 *5th Month's Tuition is automatically drafted - REVISED*
8 Immaculate Conception Mass (8AM)
8 Chuck E. Cheese Family Night (4PM-10PM)
12 OLG Mass (8AM)
13 H.S.A. Meeting (6:30PM) *Christmas Play

14 School Board Meeting (6:30PM) Convent
16 School Mass (8AM)
16 Las Posadas immediately after Mass, Class Parties & Early Dismissal @ 11:30AM
(No Lunches or Extended Day on this Day)
END OF 2ND QUARTER
19-30 **Christmas Holidays – NO SCHOOL**

JANUARY 2012

2 **Classes Resume – 3RD QUARTER BEGINS**
6 School Mass (8AM)
7 Winter Ball (6:30PM-10PM)
7 *6th Month's Tuition is automatically drafted - REVISED*
10 H.S.A. Meeting (6:30PM) *5th Grade Performs
13 School Mass (8AM)
13 Talent Show Try-outs During School (8AM-3PM)
16 **Martin Luther King Day – NO SCHOOL**
17 WFC Delivered to SPV
18 School Board Meeting (6:30PM) Convent
19 WFC Kick-Off Day (3PM) Café
19 Skate Night (7PM-10PM)
20 School Mass (8AM)
21 Sparkle Day (9AM-1PM)
22 WFC Sales & Registration Info outside of SPV Parish
24 100th Day of School
26 WFC - 1st Money Drop Off Day – NO EXCEPTIONS PLEASE
27 School Mass (8AM)
28 HS Placement Testing
29-2/3 Catholic School Week
29 OPEN HOUSE (9AM-1PM) Café & Book Fair Begins
29 WFC Sales & Registration Info outside of SPV Parish
30 Science Fair *Set-Up in Gym
31 SPV Science Fair

FEBRUARY 2012

1 Spelling Bee (2PM) Café
2 WFC - 2nd Money Drop Off Day – NO EXCEPTIONS PLEASE
3 St. Blaze Day School Mass (8AM)
5 WFC Sales & Registration Info outside of SPV Parish
6 **REGISTRATION OPENS TO CURRENT PARENTS ONLY**
6 WFC – 2nd \$100 - Jean Pass Day
7 *7th Month's Tuition is automatically drafted - REVISED*
7 H.S.A. Meeting (6:30PM) *3rd & 4th Grade Perform
9 School Mass (8AM)
9 WFC - 3rd Money Drop Off Day – NO EXCEPTIONS PLEASE
10 **P.T.S.C. – No School *Student will be marked absent if “No Show” (7AM-4PM)**
12 WFC Sales & Registration Info outside of SPV Parish
13 WFC – 3rd \$100 - Jean Pass Day

- 15 School Board Meeting (6:30PM) Convent
- 16 Archdiocese Spelling Bee (7AM) Location TBA
- 16 WFC - 4th & FINAL Money Drop Off Day – NO EXCEPTIONS PLEASE
- 16 Chuck E. Cheese Family Night (4PM-10PM)
- 17 WFC –1st & ONLY \$100 Student Earned Day Off (Money had to have been turned in on 1/26)
- 18 Steps for Students (7AM) Location TBA
- 19 Registration Info outside of SPV Parish
- 20 **President's Day – NO SCHOOL**
- 21 **REGISTRATION DAY – OPENS TO THE PUBLIC**
- 21 WFC – 4th \$100 - Jean Pass Day
- 21 Mardi Gras Parade (1PM-3PM)
- 22 Ash Wednesday School Mass (8AM)
- 24 School Mass (8AM) *Stations of the Cross Begins @ 2PM

MARCH 2012

- 2 School Mass (8AM) *Stations of the Cross Begins @ 2PM – Go Texan Day!
- 5 IOWA Testing Begins through April 6th
- 6 H.S.A. Meeting (6:30PM) *1st & 2nd Grade Perform
- 7 *8th Month's Tuition is automatically drafted - REVISED*
- 8-9 WFC Parties, Prizes & Events Take Place – Café
- 9 School Mass (8AM)* Stations of the Cross @ 2PM – **3RD QUARTER ENDS**
- 11 Move Clocks Ahead!
- 12-16 **Spring Break – NO SCHOOL**
- 19 **4th QUARTER BEGINS**
- 20 School Confessions (9-11AM) *2nd - 8th grade ONLY
- 21 School Board Meeting (6:30PM) Convent
- 22 Skate Night (7PM-10PM)
- 23 School Mass (8AM) *Stations of the Cross Begins @ 2PM
- 30 School Mass (8AM) *Stations of the Cross Begins @ 2PM

APRIL 2012

- 4 School Mass (8AM) *Stations of the Cross Begins @ 2PM
- 5 Religion Bee (9:30AM) Cafe
- 5 Early Dismissal @ 11:30AM
- 6 **Good Friday – NO SCHOOL**
- 7 *9th Month's Tuition is automatically drafted - REVISED*
- 9 **Easter Monday – NO SCHOOL**
- 10 H.S.A. Meeting w/ NOMINATIONS (6:30PM) *Band Performs
- 13 School Mass (8AM)
- 13 Movie Night (6PM-10PM) SPV Gym
- 18 School Board Meeting w/NOMINATIONS (6:30PM) Convent
- 19 Chuck E. Cheese Family Night (4PM-10PM)
- 20 School Mass (8AM)
- 27 Talent Show Fundraiser (6:30PM) Cafe
- 27 School Mass (8AM)
- 30-May 4 Teacher Appreciation Week

MAY 2012

4 School Mass (8AM)

4 Sports Banquet (6:30PM-10PM)

6 SPV Parish Festival

7 10th Month's Tuition is automatically drafted - REVISED

7 Kinder & 8th Gr. Graduation Fees, Service Hour & Fundraiser Fee Balances Are due at SPV School Office *Cash, Money Order or Credit Card ONLY – No Checks accepted during the month of May

8 H.S.A. Meeting w/ ELECTIONS (6:30PM) *Choir Performs

10 Skate Night (7PM-10PM)

11 School Mass (8AM)

15-17 8th Grade Field Trip

16 School Board Meeting w/ELECTIONS (6:30PM) Convent

18 8th Grade Graduation Mass & Dance to Follow (7PM-10PM)

◆ REPORT CARDS MAILED JUNE 8, 2012

22 PK3 through Kinder Field Day – REPORT CARDS MAILED: JUNE 8, 2012

23 PK3 through Kinder Ceremony Day – REPORT CARDS MAILED: JUNE 8, 2012

24 1st Grade through 7th Grade Field Day

25 School Mass & Awards immediately after Mass, Class Parties &

Early Dismissal @ 11:30AM – REPORT CARDS MAILED: JUNE 8, 2012

(No Lunches or Extended Day on this Day)

END OF 4th QUARTER – LAST DAY OF SCHOOL

28 Memorial Day

29-31 Drop off Slightly Used Uniforms to School Office Library

JUNE 2012

7 11th Month's Tuition is automatically drafted - REVISED

8 REPORT CARDS MAILED TO ALL PARENTS IN ALL GRADES

**Let everything I do be done in love (true love to God and man as inspired by God's love for me).1
Corinthians 16:14**