

Saint Pius Tenth School

3000 Chili Avenue

Rochester, New York 14624-4598

Telephone: (585) 247-5650 Fax: (585) 247-7409

Parent and Student Handbook 2015-2016



Let it be known
That Christ is the reason for this school
The unseen, but ever-present Teacher in its classes
The model of its faculty,
The inspiration of its students.

Author Unknown

Website: <http://www.saintpiustenthsschool.org>

email: spxdcs@dor.org

August, 2015

Dear Parents/Guardians,

This handbook has been prepared to help parents, guardians, faculty, and students understand the educational philosophy and management of Saint Pius Tenth School.

Our school has served the Community since 1954, providing quality Catholic Education to families from Chili and the surrounding area.

It is with your continued support and cooperation that we can assure our children of that unique form of Catholic Education that Saint Pius Tenth School offers.

Sincerely,

***Stephen Oberst
Principal***

SAINT PIUS TENTH SCHOOL
Mission and Belief Statement

*Let it be known
That Christ is the reason for this school,
The unseen, but ever-present Teacher in its classes,
The model of its faculty,
The inspiration of its students. Author Unknown*

Providing quality Catholic education in a Christ-centered, caring, learning atmosphere is the fundamental reason for the existence of Saint Pius Tenth School. We are a community striving to live the Gospel message of Jesus Christ. Instruction in Catholic faith and values is taught in the classroom and permeates all areas of learning and living. Saint Pius Tenth School establishes an environment that enables understanding and acceptance of the values of cooperation, honesty, self-discipline, service, and respect for others, as lived and modeled by Jesus and the disciples.

Teachers and staff believe that every human being is important, unique, and special. Therefore, they strive to instill a strong sense of self-worth in each child. Every effort is made to educate the whole child – to meet his or her needs intellectually, emotionally, physically, and spiritually in today’s world.

Saint Pius Tenth School seeks to provide students with a true sense of community – a spirit of belonging that is based on acceptance, growth, and shared experiences of worship, prayer, and fun. By living and learning in a faith community, children become caring and concerned members of the total world family. Commitment to support Catholic School Education is a vision shared by the greater Catholic community.

FACULTY AND STAFF OF SAINT PIUS TENTH SCHOOL

| | | Extensions | Email |
|------------------------|-------------------------------|-------------------|---------------------|
| Mr. Stephen Oberst | Principal | 103 | soberst@dor.org |
| Mrs. Valeria Watts | Administrative Secretary | 102 | vwatts@dor.org |
| Mrs. Gina Schultz | Secretary | 101 | gschultz @dor.org |
| Mrs. Patricia Briars | Librarian/After Care Director | 114 | pbriars@dor.org |
| Miss Wendy Briggs | Grade 1 | 224 | wbriggs@dor.org |
| Mr. Joe Bushen | Band | 219 | jbushen@dor.org |
| Mr. Richard Carando | Food Service Manager | 115 | rcarando@dor.org |
| Mr. William Davis | Physical Education | 223 | wdavis@dor.org |
| Mrs. Carol Fusilli | Kindergarten | 216 | cfusilli@dor.org |
| Mrs. Cathy Graves | AIS Teacher | 204 | cgraves@dor.org |
| Mrs. Kathleen Guarino | Grade 2 | 225 | kguarino@dor.org |
| Mrs. Brittany Kline | Grade 3 | 214 | bkline@dor.org |
| Mrs. Carrie Kirk | Grade 6 | 203 | ckirk@dor.org |
| Mrs. Lucyann Ormiston | Grade 4 | 202 | lormiston@dor.org |
| Mrs. Joyce Potter | Kindergarten | 218 | jpotter@dor.org |
| Mrs. Jennifer Riley | Preschool | 217 | jriley@dor.org |
| Mrs. Judith Russell | Grade 5 | 205 | jrussell@dor.org |
| Mrs. Anne Sabo | Technology Coordinator | 208 | asabo@dor.org |
| Mrs. Monica Smith | Pre-School/Art | 220 | msmith3@dor.org |
| Ms. Kathryn Tortorella | School Advocate | 107 | ktortorella@dor.org |
| Ms. Anne Virgil | Grade 3/Music Teacher | 207 | avirgil@dor.org |
| Mrs. Linda Yanklowski | School Nurse | 108 | lyanklowski@dor.org |

TUITION:

Tuition rates for 2015-16 school year are as follows:

| | Parishioners | Non Parishioners |
|-----------------------|---------------------|-------------------------|
| 1 child | \$3,795 | \$5,190 |
| 2 nd child | \$2,565 | \$3,355 |
| Each additional child | \$1,470 | \$1,815 |

** These rates DO NOT INCLUDE the Family Registration Fee of \$150.00

For your convenience, the tuition payments have been spread out over a 10 month period starting with August 2015 and ending with May 2016.

Below is the schedule of payments:

| | Parishioner | Non Parishioner |
|----------------------|--------------------|------------------------|
| 1 child | \$379.50/monthly | \$519.00 |
| 1st and 2nd child | \$636.00/monthly | \$854.50 |
| 1st, 2nd & 3rd child | \$783.00/monthly | \$1,036.00 |

THE FIRST PAYMENT IS DUE AUGUST 1ST.

ABSENCE:

Parents/Guardians are asked to notify the school office (247-5650) **before 8:45 AM** if your child/children will be absent from school. A written excuse must be presented to the teacher on the day your child returns. If an excuse is not presented to the teacher within three days after the child's return to school, the child will be marked illegally absent. An excuse is also required for tardiness.

VACATION AND EXTENDED ABSENCES:

Saint Pius Tenth School recognizes the importance of vacations to families and thus our calendar provides several recesses throughout the school year to accommodate this need. However, when students are absent from school due to extended family vacations, important instructional time is lost and may be difficult to make up. Therefore, the staff and administration discourage vacations, which would cause children to be absent from school. Take time to plan vacations with your child's academic development in mind.

BUS SERVICE AND DISMISSAL:

Saint Pius Tenth students depend on many buses for transportation. Students may only ride on the bus assigned by their home district to and from school. Complete cooperation with the bus driver is necessary at all times. Students should remember the responsibility of each bus driver. They should make every attempt to make his/her work easier by proper behavior, language, and obedience. Any student who is reported as causing trouble on the school bus is subject to providing his/her own transportation according to State Law.

A written request from parent or guardian submitted to the school office is required before any student is allowed to walk or ride their bicycles to and from school.

DIGNITY FOR ALL STUDENTS ACT:

Saint Pius Tenth School adheres to the New York State's Dignity for All Students Act (The Dignity Act) which seeks to provide a safe and supportive environment free from discrimination, intimidation, taunting, harassment, and bullying on school property, a school bus and/or at a school function. All Diocese of Rochester Catholic Schools have implemented the *Olweus Bullying Prevention Program*, which is based on over 35 years of research, dedicated to effecting positive change at schools by utilizing four essential social environments: community, school, classroom, and individual. The *Olweus Bullying Prevention Program* effectively trains our school leaders and school teachers on the latest research regarding bullying and effective methods to prevent it and address it. Diocese of Rochester Catholic Schools have pledged to eliminate bullying as best as possible by not only posting and enforcing school wide rules against bullying, but by applying our key instrument: involving parents.

EARLY DISMISSAL/LATE ARRIVAL:

When it is absolutely necessary for a student to be dismissed early, he/she must bring a written excuse from his/her parents/guardians stating the time and reason for the request. Parent or guardian must report to the office for the student and sign for release. No student is released from school to walk home during school hours. Any student arriving late must be signed in at the main office by a parent or guardian.

HOMEWORK:

- A. Each teacher will set up homework regulations for his/her class according to suggested Diocesan Policy. 40-60 minutes – grades 4, 5 and 6, 20-30 minutes grade 3. If you are in doubt about such requirements, please check with the teacher.
- B. It must be remembered that not all children accomplish the same amount of work in the same time. Some children will find it necessary to spend more time to complete only a minimum amount of work. This is especially true when children are making up work due to an absence.
- C. If your child is making up work due to an absence, arrangements can be made by contacting the school. Please notify the school early in the day and assignments will be ready at dismissal.

LIBRARY & COMPUTER RESOURCE CENTERS:

- A. Students are expected to know the rules of the library/computer resource centers as they are promulgated at the beginning of the school year and to conform to these rules.
- B. Students and parents/guardians are asked to sign and adhere to the school's "Acceptable Use of the Computer Network and Internet policy at the start of each school year.
- C. Equipment damaged by students will be subject to repair cost, fine or replacement cost.
- D. A replacement cost is charged for lost library books.

LUNCH:

- A. All pupils grades K-6 eat lunch in the school cafeteria. Hot lunches are available daily. Cost for hot lunch will be \$2.25. Milk may be purchased for \$.50. A lunch menu is distributed to each family monthly and is available on the school website: www.saintpiustenthschool.org
- B. All lunch boxes should be marked with child's name and grade.
- C. Students **should not** bring food or beverages in glass containers.

OFF-SITE LEARNING EXPERIENCES:

- A. Off-Site Learning Experiences are permitted and encouraged when they are for educational purposes. Transportation for these trips will be provided by means of a public carrier.
- B. Permission slips must be signed by a parent or guardian to permit a student to participate in this activity.

PHOTO/MODEL RELEASE POLICY:

- A. Minors: Photos and images of minors (children under 18 years of age) may be included in print and Web publications only when the parent/guardian signs a Model Release. If no Model Release is available, photos and images of minors may only be included in print and Web publications and video productions when the minors' faces are indistinguishable (ie, turned away from the camera or otherwise unidentifiable).
- B. Adults: Saint Pius Tenth School does not require signed release form to publish images of adults.

NURSING SERVICE:

- A. The School Nurse is scheduled on Monday, Wednesday and Thursday.
 - 1. The phone number is 247-5650. (Ext. 108)
 - 2. The school office, or volunteer parents staffing the health office, will take care of any illness or emergency in her absence.
 - 3. Health room personnel will contact Parent/Guardian of any child injured in a playground or Physical Education activity.
 - 4. Occasional accidents occur requiring students to change into clothing stored in the health office. Parents will be called if cleanup requires assistance. Please launder and return clothing as soon as possible.
 - 5. Report any communicable (contagious) diseases to the office – example: chicken pox, strep throat, pink eye, impetigo, head lice, ringworm.

B. MEDICATION:

- 1. **STUDENTS ARE NOT ALLOWED TO TRANSPORT MEDICINE ON BUSES – STATE LAW.**
- 2. Whenever possible, internal medication should be administered at home.
- 3. If administration must be done at school, the nurse must have on file in writing:
 - a) The request of the family physician in which the frequency and dosage of the prescribed medicine is indicated. The condition being treated and the regimen of treatment are to be included.

- b) The request of the parent to administer the medication as prescribed by the family physician.
- c) The medication in a properly marked container must be delivered to the nurse by the parent/guardian.

C. SCREENING:

- 1. All students are screened for vision, hearing, height and weight annually. If you have concerns during the school year, please call the nurse.
- 2. Students in grades 4, 5 and 6 will be screened for scoliosis, as mandated by NYS, during March and April.

PESTICIDE NEIGHBOR NOTIFICATION LAW SECTION 409-H:

In adherence to New York State Section 409-H Education Law, St. Pius Tenth School does not use any pesticide products in its school or on its grounds.

PHYSICAL EDUCATION:

On days that students have physical education and/or intramural sports before school, the physical education uniform will be the required dress code. (For description, see Uniform Policy and Dress Code Section)

PROTECTION OF CHILDREN AND YOUNG PEOPLE:

The Catholic Schools of the Diocese of Rochester and Saint Pius Tenth strive to provide a safe and secure environment. Our school endorses the principles of “Project SAVE” –Safe Schools Against Violence in Education. To this end, staff members of Saint Pius Tenth School, on a continuous basis, receive training for the promotion of a safe school environment.

Acts of aggressive behavior, threats of violence, bullying, teasing and destruction of property are not conducive to a safe environment. These types of behavior will not be tolerated and when necessary, the administration will take appropriate corrective action in regard to the offending individual(s).

Additionally Saint Pius Tenth School adheres to the Charter for the Protection of Children and Young People. Detailed information concerning the Charter can be found at www.dor.org/index.cfm/safe-environment.

REPORT CARDS AND CONFERENCES:

Communication between teachers and parents is vital to a sound educational program. Report cards will be issued four times a year (November, January, April and June) for students in grades K-6.

Parent-teacher conferences will be held November 17 through November 25, 2014. Since communication between teacher and parent is very important, we urge you to attend your scheduled conference. **VISITORS ARE REQUESTED TO REPORT TO THE SCHOOL OFFICE BEFORE GOING TO ANY CLASSROOM.**

RECESS:

Parents are reminded that our students have recess, weather permitting, 10-15 minutes a day. Children should come to school properly dressed so that they can participate in outdoor recess.

SCHOOL APPOINTMENTS AND SCHOOL VISITS:

If you wish to confer with the school about your child's progress, we encourage parents to contact the classroom teacher. Appointments to see the principal or teacher(s) may be made by calling the school office, 247-5650, between the hours of 8:00 AM and 4:30 PM.

Saint Pius Tenth School welcomes guests to visit and observe programs by appointment. Visitors are required to adhere to guidelines involving safety and security issues, and will be expected to show consideration for the school's academic schedule and program while visiting our school.

SCHOOL CLOSING:

If school will be closed due to inclement weather or other uncontrollable conditions, information will be given over local radio stations from 7:00 AM on. **We follow the Gates-Chili Public School closing.** Required code numbers assigned to all county schools make this information reliable.

SCHOOL DISCIPLINE:

Rules concerning student conduct and sanctions for major infractions are clearly discussed with the students and parents in the beginning of each school year. Administration of disciplinary action is the responsibility of the classroom teacher. Every effort is made to assure that punishment is fair and proportionate to the infraction. Parents will be informed if students persist in misbehaving. Exceptional cases are referred to the Principal.

The Saint Pius Tenth School Administration reserves the right to discipline students for conduct on or off school property that is detrimental to the school.

SCHOOL FACILITIES:

All students should be mindful of the necessary care and attention that must be shown toward all school property. This applies to desks, lavatories, corridors, floors, and extends to every part of the school. All students should be proud of their school, and all should be equally conscious of the care that is needed to maintain the school grounds and building.

SCHOOL HOURS:

| Arrival | Opening | Dismissal |
|----------------|----------------|------------------|
| 8:45 – 8:55 AM | 9:00 AM | 3:20 PM |

For safety and security reasons, students are not allowed to enter the school building or be on school grounds before 8:45 AM, unless attending an authorized school program or function. Students arriving after 8:55 AM must be signed in at the main office.

SCHOOL SUPPLIES:

Supply lists are posted on the school website. Supplies such as tablets, pens, pencils, may be purchased at the school for a nominal cost.

SHARED EXPECTATIONS FOR EXCELLENCE IN DEVELOPMENT:

By registering at a Diocese of Rochester school, students and parent(s)/guardian(s) agree to adhere to this document and understand that the Department of Catholic Schools reserves the right to make changes to this document at any time. This document may be found in the Parent Resources Section of our school website.

STUDENT ADMISSIONS:

In order to maintain a maximum class size of 30 students in grades K-6, the following criteria will be applied:

1. A child entering Kindergarten must be 5 years old on or before December 1 of the entering school year.
2. If space is limited, the following priority procedure will be followed:
 - a. Families with children currently registered in our school.
 - b. Validated registered parishioners of Monroe County Diocese of Rochester Catholic Parishes
 - c. Non-parishioner children.
3. All parents/guardians must accept the philosophy and teaching of the school and fulfill the financial obligations expected of them.
4. Information/data required before acceptance:
 - a. Proof of date of birth.
 - b. Social Security number of student and parent/guardian responsible for financial obligation.
 - c. New York State required proof of immunization.
 - d. Deposit.
5. Once a child is enrolled and accepted into Saint Pius Tenth School, he/she will not be removed to make space for any other child.
6. Notice of acceptance of all registrants made prior to June 1, will be on or before June 10 of the entering year. Notice of acceptance of registrants, after June 1, will be made on a timely basis.
7. All acceptances are subject to review by the Administration.

STUDENT EXPULSION:

Expulsion of a student is a very serious matter. The Superintendent, Catholic Schools Office, and the student's parents/guardians must review the infraction(s) of the student, which will be presented in writing by the principal before expulsion can take place.

STUDENT HARRASSMENT:

The Diocese of Rochester and the Department of Catholic Schools support the belief that all administrators, teachers, staff, and students are entitled to be treated with dignity and respect, and to learn and work in a safe environment free of harassment. It is the responsibility of the principal, teachers and staff, and students to create an environment free from harassment.

The Department of Catholic Schools strictly prohibits any conduct, which constitutes harassment and will discipline any person guilty of such conduct. Such discipline may include but is not limited to suspension, expulsion or other disciplinary procedures. False accusations of harassment will result in disciplinary action.

STUDENT NON-DISCRIMINATION:

The Catholic Schools in the Diocese of Rochester will not discriminate on the basis of race, color, nation or ethnic origin in administration of their educational policies, personnel policies, admission policies, scholarship programs, athletic or other school-administered programs.

STUDENT RECORDS:

Consistent with the provisions of the “Family Educational Rights and Privacy Act of 1974”, official records, files and data directly related to their children are available to parents/guardians.

Such records are confidential and may not be released or made available to persons other than parents/guardians or students (over 18) without written consent of such parents/guardians or students.

Saint Pius Tenth School Administration will release these records within thirty days of the written request to review records.

STUDENT SUSPENSION:

Short-term suspension of a student is the responsibility of the local administrator and is employed only in case of serious infraction(s) of school discipline and policies.

Disorderly conduct, insubordination, truancy, vandalism, possession of alcohol, drugs, unauthorized absence from school property, are all grounds for suspension. Suspension is reviewed after three days.

TESTING PROGRAM:

Classroom testing: each teacher periodically administers written tests in all subjects. Test results are used in discussing a student’s progress. The results are only a part of his/her over-all evaluation.

Standardized Testing: Saint Pius Tenth School takes part in the standardized testing programs required by the Department of Catholic Schools and the New York State Education Department. These programs are administered during the Spring semester. Please avoid scheduling appointments and vacations during testing periods.

TRANSFER OF RECORDS:

When a student transfers, his/her attendance and academic records are sent on to the receiving school upon the request from that school. Parents/guardians are requested to sign a release form available in the home school office. Health and school psychological reports are transferred according to the policy of the local public district of the sending school.

UNIFORM AND DRESS CODE:

Uniforms are to be worn by all students in Grades K through 6 at Saint Pius Tenth School.

Tops: *Girls*

- Plain white blouse or polo shirt, long or short sleeves

- White turtleneck or mock neck
- Navy blue sweater (pull-over crewneck or v-neck), or button-down cardigan (optional)
- Navy blue or blue plaid jumper
- Navy blue sleeveless sweater vest

** A shirt must be worn under all sweaters.

Shirts must be tucked in at all times

Boys:

- Light blue polo shirt, long or short sleeves
- Light blue turtleneck or mock neck
- Navy blue sweater (pullover crewneck or v-neck), or button-down cardigan (optional)
- Navy blue sleeveless sweater vest

** A shirt must be worn under all sweaters.

Shirts must be tucked in at all times.

Bottoms: *Boys and Girls*

- Navy blue dress pants- no pockets on legs. No leggings or stretch pants
- Navy blue walking shorts (September, October, May, June only)
- Navy blue skorts (girls)

** Shorts, skorts, and jumpers must be worn to the knees.

The above uniform clothing can be found at Stitchworks or Passantino's

Physical Education Uniforms for P.E. days: *Boys and Girls*

- Navy blue Saint Pius Tenth logo sweatshirt or Saint Pius Tenth logo tee-shirt
- Saint Pius Tenth logo sweatpants or shorts

** P.E. uniforms are to be worn on P.E. days only.

**November through April sweatpants must be worn over the gym shorts outside of P.E. class.

P.E. uniforms may be purchased at Stitchworks or Passantino's

Shoes: *Boys and Girls*

- Black, brown, or navy shoes (dress or casual) Black, navy or white sneakers: tie or Velcro (**No extreme accent colors**)
- All laces must be tied at all times.
- **Athletic shoes must be worn on P.E. days.**
- For safety reasons: All heels must not be over one inch high and no open toed or open back shoes of any kind are to be worn. This includes dress down days.

Socks: *Boys and Girls*

- PLAIN navy or white crew socks
- Socks are to be worn at all times and should cover the ankles.

Hair and Hair Accessories:

- Hair should be kept well groomed, clean, and off the face.
- Basic non-embellished hair bands
- No extreme hair styles or accessories
- Determination of appropriate hair style is reserved to the Principal.

Jewelry:

- Post earrings only (no hoops or dangling earrings)
- No earrings for boys.
- Only watches and small rings allowed.
- Jewelry must be removed for P.E. class.

Make up:

- Not allowed

Nail Polish:

- Not allowed

Unadorned skin:

- No non-permanent tattoos

If there are questions concerning the dress code or appropriateness of a hairstyle, parents/guardians should consult the Principal before acting.

VOLUNTEER POLICY:

Volunteers who work with children, youth or vulnerable adults are required to sign a Diocese of Rochester Volunteer Code of Conduct, complete the Criminal Record Check process, and participate in Creating a Safe Environment training.

EARLY CHILDHOOD PROGRAM

The Pre-School, early childhood program helps the child to develop his/her potential in all areas of growth, intellectual, social, emotional, and physical. Curriculum is based on the COPE Program used in the Diocese of Rochester schools.

TUITION:

| | |
|--------------------|------------|
| 2 half day program | \$1,475.00 |
| 3 half day program | \$1,940.00 |
| 5 half day program | \$3,200.00 |
| 3 full day program | \$3,600.00 |
| 5 full day program | \$4,200.00 |

Monthly payments run from August through May.

CLASS SESSIONS:

First day: 3 Day/5 Day Programs - September 14
2 Day Program - September 15

CLASS HOURS:

Morning: 8:55 AM-11:30 AM
Afternoon: 12:40 PM-3:15 PM
Full Day: 8:55 AM-3:15 PM

ARRIVAL AND DISMISSAL:

1. Please accompany your child to the Pre-School room.
2. Please use the side entrance at the southeast end of the building for arrival and dismissal.
3. Children will not be admitted to the classroom until 8:50 AM and 12:35 PM. It is important for the children to be prompt. Latecomers disrupt the atmosphere and cause distractions to those already engaged in activity.
4. Since the teacher spends her time immediately after each session preparing the classroom, it is necessary that the children be picked up promptly at 11:30 AM and 3:15 PM.
5. Conferencing with the teacher at arrival or dismissal is not often practical. Parents/guardians are welcomed to arrange a scheduled conference (see "Conference" below).

TRANSPORTATION:

All children are transported to and from school by car.

CLOTHING:

Specific clothing is not required. Please keep the children's clothing simple. Children should not have the feeling that the clothes they are wearing to school are "too good to get dirty". Please mark all items of clothing with child's name. Loops should be sewn at the neck of coats, jackets, and sweaters, since each child is responsible for hanging up his own clothing.

CONFERENCES:

Parent-Teacher conferences will be held at specified times during the year. At these conferences your child's progress will be discussed. Progress reports will be issued in January and June. If the parent/guardian or teacher needs to discuss the child outside of these conferences, arrangements can be made through the School Office by calling 247-5650 between 8:00 AM and 4:30 PM.

ILLNESS:

If a child becomes ill or has an accident during class he/she will be taken to the Health Room and parent/guardian notified immediately. Please do not send a child to school when any of the following symptoms are present: fever, rash, cough, diarrhea, vomiting, sore throat, nasal discharge. As a prerequisite, all children are expected to be toilet trained before they start Pre-School.

IMMUNIZATIONS:

In accordance with New York State Public Health Law 2164, all students must have certification of immunization before they enter school.

SNOW EMERGENCY:

If it is necessary to close school because of inclement weather, information will be given over local radio stations from 7:00 AM on. **If the Gates-Chili Schools are closed, we will not be in session.**