



**Diocese of Rochester  
Catholic Schools**

Faith. Academics. Community.

**STUDENT / FAMILY HANDBOOK**

**Saint Pius Tenth School**



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2022-2023**

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

DIOCESE OF ROCHESTER – DEPARTMENT OF CATHOLIC SCHOOLS  
SAINT PIUS TENTH SCHOOL – STUDENT/FAMILY HANDBOOK

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## TABLE OF CONTENTS

- 1.00 WELCOME**
- 1.01 • STUDENT EXPECTATIONS
  - 1.02 • PARENT/GUARDIAN EXPECTATIONS
- 2.00 SCHOOL ADMINISTRATION**
- 2.01 • SCHOOL HOURS
  - 2.02 • SCHOOL FACULTY & STAFF
  - 2.03 • SCHOOL DRESS-CODES AND UNIFORMS
  - 2.04 • SCHOOL CLOSINGS & WEATHER EMERGENCIES
  - 2.05 • DIGNITY FOR ALL STUDENTS
  - 2.06 • ATTENDANCE & ABSENCE
  - 2.07 • TRANSPORTATION
- 3.00 SCHOOL ADMISSION**
- 3.01 • AGE REQUIREMENTS
  - 3.02 • IMMUNIZATION
  - 3.03 • NONDISCRIMINATION
  - 3.04 • LEAD TESTING FOR PRE-SCHOOL STUDENTS
  - 3.05 • TRANSFERS
- 4.00 SCHOOL CURRICULUM**
- 5.00 STUDENT HEALTH AND SAFETY**
- 5.01 • ADMINISTRATION OF MEDICATIONS AT SCHOOL
  - 5.02 • EMERGENCY TREATMENT
  - 5.03 • STUDENT PREGNANCY
  - 5.04 • CHILD PROTECTIVE SERVICES ACT
  - 5.05 • DRUG, ALCOHOL, AND TOBACCO
  - 5.06 • WEAPONS ON SCHOOL PREMISES
- 6.00 FINANCIAL**
- 6.01 • TUITION
  - 6.02 • PARISHIONER STATUS
  - 6.03 • DELINQUENT ACCOUNTS
- 7.00 TECHNOLOGY**
- 7.01 • ACCEPTABLE USE OF THE COMPUTER NETWORK AND INTERNET POLICY
  - 7.02 • USE OF ELECTRONICS – CELL PHONE
- 8.00 PARENT INFORMATION & COMMUNICATION**
- 8.01 • COMMUNICATION FLOWCHART
  - 8.02 • MEDIA RELEASE STATEMENT



## *Mission Statement*

*The Diocese of Rochester Catholic Schools offer families an authentic Catholic education rooted in the Gospel of Jesus Christ and the teachings of the Roman Catholic Church.*

*Our schools:*

- ***Guide** students to be disciples who know and live the Catholic faith;*
- ***Inspire** a learning community to foster academic excellence; and*
- ***Empower** young people to fulfill the two great commandments of Jesus Christ by loving God and being service-oriented, responsible, and self-disciplined neighbors to others.*

DIOCESE OF ROCHESTER – DEPARTMENT OF CATHOLIC SCHOOLS  
SAINT PIUS TENTH SCHOOL – STUDENT/FAMILY HANDBOOK

---

## 1.00 WELCOME

### **Welcome to Saint Pius Tenth School where we have faith in all children!**

We are thrilled that you have chosen to entrust the professional staff at Saint Pius Tenth School with the safety, care, and education of your children.

It is our sincere belief that the value of a Catholic education is one of the best decisions a family can make for their children, and while we know that academics are at the forefront of most of what we do, we also recognize that the spiritual, physical, and social-emotional development of our young scholars are equally important. Our staff are truly dedicated to fulfilling the mission of the Diocese of Rochester and its Catholic schools. Our students will leave Saint Pius Tenth School with the strategies and tools to be the best version of themselves as they continue their growth and development into future leaders and children of God.

## 1.01 Student Expectations

A Saint Pius Tenth School Student is expected to be:

### **Christ Centered:**

- Exhibits a strong Catholic identity
- A morally responsible decision maker
- Demonstrates a knowledge of Catholic doctrine and traditions
- Participates in prayer and liturgy

### **Life-long learner:**

- Demonstrates a continued curiosity and enthusiasm for learning
- Demonstrates work toward an age-appropriate mastery of curriculum
- Uses problem-solving and critical thinking skills
- Appropriately uses technology to acquire and communicate information
- Develops an interest and understanding of Fine Arts in addition to traditional curriculum

### **Active and responsible citizen:**

- Respects the life and dignity of every person
- Understands and demonstrates stewardship
- Demonstrates an understanding of accountability for his or her actions
- Respects diversity
- Acts responsibly toward others
- Engages in service to others

### **Effective communicator:**

- Able to express himself or herself clearly in oral and written form
- An active listener
- Is able to work collaboratively
- A morally responsible decision-maker

DIOCESE OF ROCHESTER – DEPARTMENT OF CATHOLIC SCHOOLS  
SAINT PIUS TENTH SCHOOL – STUDENT/FAMILY HANDBOOK

---

## 1.02 Parent/Guardian Expectations

The philosophy of the Diocese of Rochester Catholic School community is to proclaim the Gospel message of Jesus, educate the whole child, guide students in the love and service of God and others, and integrate Christian virtues (love, faith, hope, courage, reconciliation, and justice) into the curriculum.

By registering your child/ren at a Catholic school, parents/guardians become members of the school community of students, faculty, and staff that recognizes the mission of building Christ-like presence in our schools by instilling Christian values in our young men and women who will shape our future. By registering at a Catholic school, parents/guardians agree to uphold the policies, procedures, and decisions of the school as a partner in the education of each child. This partnership obligates all of us to share in the responsibilities for the education of children by agreeing to the following:

- I (We) fully understand the importance of guiding my (our) children's faith development, acting as a good Christian role model, actively participating in church membership and attending weekly Mass or church services.
- I (We) fully understand the importance of attending Parent Teacher Conferences at the teacher's request, cooperating with school staff, and being present at other school events to support my child/ren.
- I (We) understand the importance of reviewing my child/ren's homework daily.
- I (We) support and work with the faculty and staff to ensure a nurturing learning environment.
- I (We) agree to volunteer for events and projects within the school year.
- I (We) will ensure that students are picked-up from school and from school events on time.
- I (We) will register dissatisfactions and complaints in a reasonable and fair way, will not gossip, and will give everyone the benefit of the doubt by assessing the facts before passing judgment. Solutions to specific classroom issues must be sought at the level of the teachers before approaching the administration. ***The school expects that students and parents/guardians are respectful of one another, the faculty, and staff, including verbal, written, and face-to-face communications. Inappropriate and slanderous comments and/or social media behavior will not be tolerated and addressed appropriately by the school principal.***
- I (We) will fulfill financial obligations to the school in a timely manner, including the payment of tuition, fees, and other expenses.

This promise is designed to implement the blessings of the Church-Family-School relationship. The Catholic school becomes a faithful atmosphere with the positive interaction of students, parents/guardians, teachers, administration, and support staff.

### RESOLVING QUESTIONS OR CONCERNS

The mark of a Christian society is the way in which conflicts are resolved. Virtue and respect for others demand that questions or concerns be addressed directly to those involved and not discussed with others, requires an understanding that sometimes people have to “agree to disagree,” and that they not be presented to higher levels of authority unless previous attempts at resolution have been unsuccessful.

# DIOCESE OF ROCHESTER – DEPARTMENT OF CATHOLIC SCHOOLS

## SAINT PIUS TENTH SCHOOL – STUDENT/FAMILY HANDBOOK

---

All interaction with faculty, staff, and administration should be by appointment. Parents/Guardians should not expect availability on a “drop-in” basis. **For the safety and security of all students and staff, visitors must report to the main office and be escorted throughout the building and abide by all safety policies and procedures set forth by the school.**

- Questions regarding classroom order, expectations, grading, and other classroom related issues should be discussed directly with the teacher to address concerns.
- General questions regarding academics should be addressed to the teacher and then the principal.
- Disciplinary issues should be addressed with the principal.
- Financial questions should be addressed with the Business Office.

### **PARENT/GUARDIAN VOLUNTEERISM**

We have an active group of volunteers – Volunteers are the main support system of every Catholic School. Please become involved in some capacity. The principal expects every family will become involved in one of our celebrated events to support their child/ren and the school. As Jesus said, “I am the way and the truth and the life. No one comes to the Father, except through me” (John 14:6). In service to the children and the school, your gifts will be realized and valued.

All parent/guardian volunteers must complete the online Diocese of Rochester’s Creating a Safe Environment (CASE) for Volunteers Training (before volunteering at any event where students are present). Information is provided below:

### **Diocese of Rochester Volunteer Requirements**

Catholic school system or in its parishes and related ministries fulfill the following criteria:

1. Participate in or complete online a Creating a Safe Environment Training course <http://www.dor.training/> Volunteer Training Module
2. Complete and sign a Diocese of Rochester Volunteer Code of Conduct Form.
3. Complete the Criminal Record Check process.
4. If driving children, complete the Volunteer Driver Information Form and have driving record checked. This must be completed every year.

This is required to work with children in any capacity in our school - room parent, assist in the classroom, chaperone/drive on fieldtrips, athletic coach, and/or assistant at any social event where students are participating. All volunteers must participate in a renewal of training as determined by the Diocese of Rochester.

DIOCESE OF ROCHESTER – DEPARTMENT OF CATHOLIC SCHOOLS  
SAINT PIUS TENTH SCHOOL – STUDENT/FAMILY HANDBOOK

---

## 2.00 SCHOOL ADMINISTRATION

### 2.01 SCHOOL HOURS

The School Day begins at 9:10 AM and ends at 3:15 PM. Students must be in their homeroom at 9:00 AM to be marked present and on time. For safety and security reasons, students are not allowed to enter the school building or be on school grounds before 8:45 AM or after 3:30 PM, unless attending an authorized school program or function.

If a student will be late for an excused absence or tardiness, a signed note must be brought to school upon the student's return and any changes to a student's default plans must be entered into the PickUp Patrol App. Changes to dismissal plans must be entered by 2:00 PM. If a student is being dismissed early, please call the school office when the person picking the student up has arrived at the school, and a staff member will walk the student out. Please be aware that any person picking up a student must be prepared to show identification if unknown to the attending staff member.

### 2.02 SCHOOL FACULTY & STAFF

Fr. Paul Bonacci	St. Pius Tenth Church	
Mrs. Maria Cahill	School Principal	<a href="mailto:maria.cahill@dor.org">maria.cahill@dor.org</a>
Mr. Christopher Frontale	Finance Director	<a href="mailto:christopher.frontale@dor.org">christopher.frontale@dor.org</a>
Mrs. Patricia Battisti	Student Advocate	<a href="mailto:patricia.battisti@dor.org">patricia.battisti@dor.org</a>
Mrs. Jennifer Sauers	Administrative Assistant	<a href="mailto:jennifer.sauers@dor.org">jennifer.sauers@dor.org</a>
Ms. Audrey McLendon	School Nurse	<a href="mailto:audrey.mclendon@dor.org">audrey.mclendon@dor.org</a>
Mr. John Falk	Facilities	
Mrs. Holly Brennan	Pre-K 3	<a href="mailto:holly.brennan@dor.org">holly.brennan@dor.org</a>
Mrs. Deanna Halquist	Pre-K 4	<a href="mailto:deanna.halquist@dor.org">deanna.halquist@dor.org</a>
Miss Anna Wiater	Kindergarten	<a href="mailto:anna.wiater@dor.org">anna.wiater@dor.org</a>
Mr. Trevor Freed	Grade 1	<a href="mailto:trevor.freed@dor.org">trevor.freed@dor.org</a>
Miss Wendy Briggs	Grade 2	<a href="mailto:wendy.briggs@dor.org">wendy.briggs@dor.org</a>
Mr. Nicholas Warner	Grade 3	<a href="mailto:nicholas.warner@dor.org">nicholas.warner@dor.org</a>
Mrs. Carol Fusilli	Grade 4	<a href="mailto:carol.fusilli@dor.org">carol.fusilli@dor.org</a>
Mrs. Judith Russell	Grade 5	<a href="mailto:judith.russell@dor.org">judith.russell@dor.org</a>
Mrs. Cathy Graves	Academic Intervention	<a href="mailto:cathy.graves@dor.org">cathy.graves@dor.org</a>
Mrs. Anne Sabo	Computer Technology and Music	<a href="mailto:anne.sabo@dor.org">anne.sabo@dor.org</a>
Ms. Christi Veitch	Art	<a href="mailto:christi.veitch@dor.org">christi.veitch@dor.org</a>
Mr. Timothy Davis	Physical Education	<a href="mailto:timothy.davis@dor.org">timothy.davis@dor.org</a>
Mrs. Cheryl Hayden	Teacher Aide	
Mrs. Christine Morris	Teacher Aide	

DIOCESE OF ROCHESTER – DEPARTMENT OF CATHOLIC SCHOOLS  
SAINT PIUS TENTH SCHOOL – STUDENT/FAMILY HANDBOOK

---

## 2.03 SCHOOL DRESS-CODE AND UNIFORMS

Uniforms are to be worn by all students in Grades K through 5 at Saint Pius Tenth School.

### **Tops: Girls**

- Plain white button-down blouse or polo shirt – either may be long or short sleeves
- Navy blue sweater (pull-over, crewneck, or V-neck), or button-down cardigan (all optional)
- Navy blue or blue plaid jumper (optional)
- Navy blue sleeveless sweater vest (optional)

\*\*\*Uniform approved shirt or blouse must be worn under all sweater or vest options

### **Tops: Boys**

- Light blue polo shirt, long or short sleeves
- Navy blue sweater (pull-over crewneck or V-neck), or button-down cardigan (all optional)
- Navy blue sleeveless sweater vest (optional)

\*\*\*Uniform approved shirt must be worn under all sweater or vest options

## **SHIRTS MUST BE TUCKED IN AT ALL TIMES**

### **Bottoms: Boys and Girls**

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

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

**Please note that all pants and/or shorts must be uniform style ONLY – they may not simply be navy blue pants or shorts of any style.**

### **Physical Education Uniforms for PE days: Boys and girls**

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

\*\*\*PE uniforms are to be worn on PE days only. An exception is made on Mass days. On days that we attend Mass, students are expected to wear their dress uniform and will have a low-impact activity PE class.

\*\*\*November through April – sweatpants must be worn over the gym shorts outside of PE class.

PE 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  
Sneakers may have **MODEST** accent colors. Because modest is a subjective term, if you are unsure, please reach out to administration, as all final determinations are up to the principal.
- All laces must be a solid white, black, or navy blue only and must remain tied at all times



**DIOCESE OF ROCHESTER – DEPARTMENT OF CATHOLIC SCHOOLS**  
**SAINT PIUS TENTH SCHOOL – STUDENT/FAMILY HANDBOOK**

---

- Athletic shoes must be worn on PE days
- For safety reasons, all heels must be one inch high or less
- No open-toe or open-back shoes of any kind may be worn
- This includes on non-uniform days
- During the winter months, students **MUST** bring with them a pair of appropriate shoes to change into – boots may not be worn for the entire day

**SOCKS: Boys and Girls**

- PLAIN navy blue, black, or white socks
- Socks are to be worn at all times and should cover the ankle – knee socks of the appropriate color are acceptable
- Girls may wear solid color (navy blue, black, or white) tights in the colder months

**Hair and Hair Accessories:**

- Hair should be kept well-groomed, clean, and off the face
- Basic and non-embellished hair bands
- No extreme hair styles, colors, or accessories
- No colored streaks or ends are allowed for boys or girls
- No designs may be shaved into hair
- Determination of appropriate hair style is reserved to the principal's discretion

**Jewelry:**

- Girls may wear post earrings only (no hoops or dangling earrings)
- No earrings for boys
- Only non-smart watches may be worn – no watches with internet or texting capabilities are allowed
- Modest necklaces and those with religious medals are allowed
- Only small rings may be worn
- For safety reasons, jewelry must be removed for PE class

**Make-up:**

- No make-up is allowed

**Nail Polish:**

- No nail polish is allowed

**Unadorned skin:**

- No permanent or non-permanent skin markings are allowed

The above uniform clothing can be found at Stitchworks or any approved uniform supply shop. PE uniforms, however, do have a logo, so must be purchased at Stitchworks or Passantino's. Please review our Visual Dress Code which can be found on the "Our Families" tab of the school website.

**If there are questions concerning the dress code or appropriateness of a hairstyle or shoes, please consult the principal before acting.**

# DIocese OF ROCHESTER – DEPARTMENT OF CATHOLIC SCHOOLS

## SAINT PIUS TENTH SCHOOL – STUDENT/FAMILY HANDBOOK

---

### **2.04 SCHOOL CLOSINGS & WEATHER EMERGENCIES**

If school will be closed due to inclement weather or other uncontrollable conditions, information will be given over local television stations (by 7:00 AM whenever possible). We follow the GATES-CHILI Public School District. Required code numbers assigned to all county schools make this information reliable.

We will also send a text message blast as early as possible through our FACTS Student Information System platform.

### **2.05 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 Caring School Community Social Emotional Learning Program, which is research-based program dedicated to effecting positive change at schools by utilizing four essential social environments: community, school, classroom, and individual. The Caring School Community Program effectively trains our school leaders and schoolteachers on the latest research regarding social-emotional well-being and effective methods to prevent negative behaviors and provide a positive climate and learning environment. Diocese of Rochester Schools have pledged to eliminate bullying and harassment as best as possible by not only posting and enforcing school wide rules against bullying and harassment, but by applying our key instrument: involving parents/guardians.

### **2.06 ATTENDANCE & ABSENCE**

Regular student attendance is an integral factor in maintaining a quality educational program and is one of the most powerful factors of a student's success in school.

Parents/Guardians must notify the Main Office at (585)247-5650 by 8:45 AM to report student absences.

Approved and excused absences are defined as:

- Sickness
- Serious family illness
- Death of a family member of close friend
- Religious
- Medical or Dental Appointment
- Court
- Approved school-related program

Notification must be indicated on our PickUp Patrol App if a student will be absent or tardy. A reason for the absence/tardiness must also be indicated. A written excuse must also be presented to the teacher on the day your child returns to school. If an excuse is not presented within three days after the child's return to school, the child's absence will be considered as an "illegal absence." A written note is also required for tardiness.

# DIocese OF ROCHESTER – DEPARTMENT OF CATHOLIC SCHOOLS

## SAINT PIUS TENTH SCHOOL – STUDENT/FAMILY HANDBOOK

---

Saint Pius Tenth School recognizes the importance of vacations for families, and thus, our calendar provides several recess periods throughout the school year to accommodate this need. When students are absent from school due to family vacations, however, important instructional time is lost and may be difficult to make up. **Though our teachers will do their absolute best, they are not required to provide work prior to a unit of study for a student vacation.**

### 2.07 TRANSPORTATION

Saint Pius Tenth School 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 and make every attempt to make the driver's work easier by practicing good behavior, using appropriate language, and compliance with transportation policies. Any student who is reported as causing trouble on a school bus is subject to removal from the bus according to state law.

## 3.00 SCHOOL ADMISSION

### 3.01 AGE REQUIREMENTS

New York State Law requires children entering Kindergarten must be five years of age on or before December 1 of the entering year. Similarly, children entering a pre-school program for four-year-olds must be four on or before December 1 of the entering year. The same rule applies for three-year-olds.

### 3.02 IMMUNIZATION

The Diocese of Rochester and its Affiliated Employers follow New York State Public Health Law which requires every student entering school to be immune to diphtheria, tetanus, pertussis, measles, mumps, rubella, poliomyelitis, hepatitis B, varicella and meningococcal in accordance with Advisory Committee on Immunization Practices (ACIP) recommendations, NYS Public Department of Health Immunization Laws and Regulations. Exceptions may be granted for medical or religious reasons.

### 3.03 NONDISCRIMINATION

Title IX – Nondiscrimination, Harassment, and Bullying: Diocese of Rochester and its Affiliated Employers personnel must follow regulations of Title IX and the guidelines of the nondiscriminatory policy of the Federal government. Diocese of Rochester and its Affiliated Employers will not discriminate in the administration of their educational policies, admission policies, scholarship and financial aid programs, athletic and other school-administration programs. It is the responsibility of the principal (Title IX Coordinator), teachers and staff, students, and parents/guardians to create an environment free from harassment, bullying and discrimination.

# DIOCESE OF ROCHESTER – DEPARTMENT OF CATHOLIC SCHOOLS

## SAINT PIUS TENTH SCHOOL – STUDENT/FAMILY HANDBOOK

---

All students have equal educational opportunities at Saint Pius Tenth School without regard to any legally protected category under federal or state law. Moreover, harassment against students on the basis of a protected category will not be tolerated.

If you believe you or another person has been discriminated against, harassed, or denied an opportunity on the basis of any protected category, please promptly contact Maria Cahill, the Title IX Coordinator, at (585)247-5650 to report your concerns. All concerns reported will be promptly and thoroughly investigated/ reviewed. Confidentiality will be maintained to the greatest extent possible under the circumstances. Retaliation against persons who raise concerns is strictly prohibited. If you believe you have suffered reprisal for raising concerns, please contact the Title IX Coordinator to report your concerns.

### **3.04 LEAD TESTING FOR PRE-SCHOOL AND KINDERGARTEN STUDENTS**

New York State Public Health Law requires proof of lead testing for admission to preschool and kindergarten in order to be compliant with the New York State Lead Poisoning Act.

### **3.05 TRANSFERS**

Students with past due balances will not be accepted at any other Catholic school within the Diocese of Rochester until the past due amount is resolved.

## **4.00 SCHOOL CURRICULUM**

Our curriculum is unique to the individual teacher and school, as it integrates our faith and includes all teaching and learning experiences. All curriculum in our schools meets and exceeds the minimum learning standard requirements set forth by New York State. Teachers are expected to use a variety of resources to devise lesson plans and tailor instruction to the individual needs of their students. Teachers of all subject areas are encouraged to collaborate to show the connection between subject areas and allow for students to apply knowledge and skills in preparation for college and careers.

Religion is taught daily as a core subject as well as integrated into all subject areas and aspects of the school day. Prayer occurs multiple times daily, and the integration of religious values within other subject areas is the constant responsibility of all faculty and staff.

Shared Expectations for Excellence in Development guides curriculum and instruction in our schools. The document is available online at the Diocese of Rochester Department of Catholic Schools' website ([www.dorschools.org](http://www.dorschools.org)).

## **5.00 STUDENT HEALTH AND SAFETY**

### **5.01 ADMINISTRATION OF MEDICATIONS AT SCHOOL**

# DIOCESE OF ROCHESTER – DEPARTMENT OF CATHOLIC SCHOOLS

## SAINT PIUS TENTH SCHOOL – STUDENT/FAMILY HANDBOOK

---

Prescribed medications will only be dispensed by the school nurse, doctor, or other health professional when the “Parental Authorization for Administration of Medications in School” is completed and returned to the school. In the absence of the health care professional, there will be a designated staff member who has been properly trained to administer medication, in most cases the administrative assistant or the principal. Additional documentation includes a written order from a health care professional stating the drug to be given and the time and dosage. In keeping with New York State law, medications must be transported directly by the parent/guardian, with the appropriate documentation, to the school (medications CANNOT be transported on the school bus).

### **5.02 EMERGENCY TREATMENT**

If a student becomes ill during school hours, the parent/guardian will be notified. Each year an “Emergency Treatment of Students” form must be completed and returned to the school. This form summarizes emergency contacts, medical conditions, medications, and allergies.

### **5.03 STUDENT PREGNANCY**

The Diocese of Rochester maintains a pastoral approach to ministering to the needs of female and male students involved in a pregnancy as well as to their families. Each such case will be treated individually by the Principal and Pastor/Pastoral Administrator in consultation with the family.

### **5.04 CHILD PROTECTIVE SERVICES ACT**

Under the New York State Child Protective Services Act, school personnel who “suspect” that a child coming before them in their “professional capacity” is being abused, maltreated, and/or neglected are mandated to report this suspicion to the New York State Central Register for Abuse and Maltreatment. All school faculty and administration are mandated reporters. All Diocese of Rochester Schools are legally and morally bound to make such reports and will contact the local Department of Social Services when necessary.

### **5.05 DRUGS, ALCOHOL, AND TOBACCO**

Student use, possession, sale, conveyance, distribution, or manufacture of controlled substances (as defined by New York Penal Law and Title 21 of the Code of Federal Regulations) and/or illegal drugs is expressly prohibited on parish, school, or diocesan (including vehicles) property. Underage possession or use of alcohol and tobacco on parish, school, or diocesan (including vehicles) property is strictly prohibited. Students shall not be under the influence of alcohol or other prohibited substances on parish, school, or diocesan grounds or at parish, school, or diocesan-sponsored events.

# DIOCESE OF ROCHESTER – DEPARTMENT OF CATHOLIC SCHOOLS

## SAINT PIUS TENTH SCHOOL – STUDENT/FAMILY HANDBOOK

---

School authorities (minimum of two adults) may conduct a search of a student's book bag, locker, and/or a personal search of a student when there is sufficient cause to believe that drugs, alcohol, tobacco, weapons, or other materials are hidden.

Local police must be called to investigate suspicion of a violation of this policy. Anyone on school premises who is taking drugs prescribed by a physician, dentist, or other licensed practitioner which may affect their ability to function in the school environment, should bring this information to the attention of the principal. Prior to the ingestion of any such prescribed medication every student must provide to the principal a written statement from the prescribing practitioner that identifies any restrictions that the medication may necessitate.

New York State Law prohibits smoking in all parish and diocesan buildings as well as anywhere on school grounds. Students may not smoke on school grounds at any time. For purposes of this policy, smoking includes the use of any tobacco products, such as lighted or unlighted cigarettes, cigar, cigarillo, pipe, bidi, clove cigarette, spit/spitless tobacco and any other smoking or tobacco product. The use of e-cigarettes and any other products containing nicotine is also prohibited.

Compliance with this policy is a condition of enrollment, and any student who engages in any such behavior may be subject to disciplinary action, up to and including expulsion.

### **5.06 WEAPONS ON SCHOOL PREMISES**

No implement that can be construed as a weapon (e.g., firearms, knives, large sticks, matches, lighters, or the like) will be allowed on school or parish grounds. Appropriate disciplinary action should be taken if a weapon is found including contacting the police, if the student possessing the weapon is considered to be jeopardizing the safety of themselves and/or others. In the event of contacting the police, the Diocese (Department of Catholic Schools and the Chancellor's office) must be notified immediately.

School officials must cooperate with law enforcement officers who come to the school for purposes of questioning pupils. Cooperation with police will be done in such a way as to protect the legal rights of each individual student.

## **6.00 FINANCIAL**

### **6.01 TUITION**

The annual tuition at Saint Pius Tenth School is published on the school website as part of the 2022-23 registration packet. Tuition payment options are one payment annually, made in August; two equal payments, one in August and one in May; or 10 equal monthly payments from August through May.

These rates do not include a \$150.00 non-refundable Family Registration Fee or the annual FACTS fee.

Financial Aid may be applied for and is awarded based on available funds, using a prescribed formula.

DIOCESE OF ROCHESTER – DEPARTMENT OF CATHOLIC SCHOOLS  
SAINT PIUS TENTH SCHOOL – STUDENT/FAMILY HANDBOOK

---

## 6.02 PARISHIONER STATUS

Families are granted parishioner status by Pastor/Pastoral Administrator authorization. Neither Saint Pius Tenth School nor the school principal has the authority to grant parishioner status.

Should a discrepancy arise regarding a family's parishioner status, it must be resolved through their home parish. It is the responsibility of the family to resolve the discrepancy with the Pastor/Pastoral Administrator, not Saint Pius Tenth School or the school principal.

## 6.03 DELINQUENT ACCOUNTS

Families that are one payment in financial delinquency will be notified by **FACTS** (our tuition management system) as being past due. The Pastor/Pastoral Administrator, Business Manager/Finance Director and Principal will be notified of the past due status.

Families with balances greater than 60 days past due will not be permitted to return to school until the outstanding balance is resolved.

Saint Pius Tenth School will pursue every avenue to obtain tuition and extended care payment, including collection agencies and legal options. Academic records and transcripts will not be released until the outstanding balance is paid in full, as well as any collection fees incurred.

## 7.00 TECHNOLOGY

### 7.01 ACCEPTABLE USE OF THE COMPUTER NETWORK AND INTERNET POLICY

It is the policy of Saint Pius Tenth School to require the ethical use of the Internet and related technologies by all employees, volunteers, and students as set forth below in the "Saint Pius Tenth School Acceptable Use of the Computer Network and Internet Policy." Access privileges may be revoked, administrative disciplinary action may be taken, and/or appropriate legal action taken for any violations that are unethical and may constitute a criminal offense.

Internet Terms, Conditions, and Regulations

#### Acceptable Use

Use of the Internet and related technologies must be in support of education and research and consistent with the educational objectives of Saint Pius Tenth School. Use of other organizational networks or computing resources must comply with the rules appropriate for these networks.

#### Unacceptable Use

Transmission of any material in violation of any national, state, or Diocesan policy or law is prohibited. This includes, but is not limited to, copyright materials, threatening, violent, or obscene material or material protected by trade secret. Use for commercial activities is not acceptable. Use for product advertisement, unauthorized chat or chain letter communication or political lobbying is also prohibited. Other examples of

# DIOCESE OF ROCHESTER – DEPARTMENT OF CATHOLIC SCHOOLS

## SAINT PIUS TENTH SCHOOL – STUDENT/FAMILY HANDBOOK

---

unacceptable information are pornography, information on bombs, inappropriate language and communications, flame letters, or like material.

Acts of vandalism are prohibited. Vandalism is defined as any malicious attempt to harm or destroy data of another user, or to damage of hardware or software. This includes, but is not limited to, the uploading or creation of computer viruses. Unauthorized use of another's computer, access sign-on and/or password and/or accounts, and/or files is prohibited. Damage to school-owned devices may be the responsibility of the family if it is determined that the student should have reasonably known that a behavior would have caused damage to the device.

### Privileges

The use of the Internet and related technologies is a privilege, not a right. Inappropriate use may result in cancellation of those privileges. Each user, who is provided access to Internet and related technologies, will participate in a discussion with assigned staff person(s) concerning the proper use of the network. The faculty, staff, or parent/guardian may request the administrator or designee to deny, revoke, or suspend a specific user access to the Internet and related technologies due to unacceptable use.

### Warranties

The educational programs governed by Saint Pius Tenth School make no warranties of any kind, whether expressed or implied, for the service it is providing and will not be responsible for any damages users may suffer. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions. Use of any information obtained via the Internet and related technologies is at the user's own risk. The educational program governed by Saint Pius Tenth School specifically denies any responsibility for the accuracy or quality of information obtained through its services. The computer user will be responsible for any financial obligation incurred through the use of Internet and related technologies that are not previously approved as part of the school budget.

## ***Acceptable Student Use of the Computer Network and Internet Policy***

### **Rules and Responsibilities:**

Access to the Internet will enable students to explore thousands of school-related libraries, databases, and research media. While Saint Pius Tenth School's intent is to make Internet access available to further educational goals and objectives, students may find ways to access objectionable material as well. Saint Pius Tenth School believes that educational benefits to students from accessing the Internet, in the form of information, resources, and opportunities for collaboration, exceed any disadvantages.

To that end, Saint Pius Tenth School has set the following standards for acceptable student use of on-line information sources via the Internet.

1. Students are responsible for good behavior on school computer networks, just as they are in the classroom. Communications on the network are often public in nature. The Internet network is provided for students to conduct research and communicate with others as a regular part of the curriculum. Access to Internet network services is given



# DIocese OF ROCHESTER – DEPARTMENT OF CATHOLIC SCHOOLS

## SAINT PIUS TENTH SCHOOL – STUDENT/FAMILY HANDBOOK

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- to students who agree to act in a responsible manner. Parental permission is required, and access is a privilege - not a right.
2. Network administrators and teachers may review files and communications to maintain system integrity and ensure that users are employing the system responsibly. Network storage areas will be monitored regularly. Users should not expect that files used or stored on school computers or servers would always be private.
  3. Access to information will be honored within reason. During school hours, teachers will guide students toward appropriate materials. Outside of school, families bear the same responsibility as they would when guiding their children with information sources such as books, periodicals, television, telephones, movies, radio, and other potentially offensive media.
  4. The following list describes behaviors and/or actions that are not permitted. The principal, as school administrator, has final authority to determine what behaviors and/or actions are unacceptable:
    - Sending, displaying, or downloading offensive messages or pictures;
    - Using obscene language;
    - Harassing, insulting, or threatening others;
    - Damaging of computer systems or computer networks;
    - Violating copyright laws;
    - Submitting documents from the Internet as a student's personal work;
    - Using another person's sign-on and/or password;
    - Trespassing in someone else's folder, work, or files;
    - Intentionally wasting limited resources;
    - Using the network for commercial purposes;
    - Revealing a personal phone number, name, or address of oneself or another;
    - Any other form of cyber bullying.
  5. Violations will result in loss of access as well as other disciplinary action as determined by the school principal.

### **7.02 USE OF ELECTRONICS – CELL PHONE AND OTHER ELECTRONIC DEVICES**

Neither the Diocese of Rochester nor the school is responsible for any electronic items brought to school, including cell phones, tablets, Smartwatches, or any digital equipment. All electronic communications devices are subject to the Acceptable Use of the Computer Network and Internet policy.

We request that all devices be left home or in a student's backpack. Cell phones and other devices will be taken from students who are using them without permission. Parents may need to pick up the phone or other device in the main office at the end of a school day. Please see the uniform policy regarding Smartwatches.

## **8.00 PARENT INFORMATION & COMMUNICATION**

### **8.01 COMMUNICATION FLOWCHART**

## DIOCESE OF ROCHESTER – DEPARTMENT OF CATHOLIC SCHOOLS SAINT PIUS TENTH SCHOOL – STUDENT/FAMILY HANDBOOK

---

As a Catholic school community, we recognize the role of parents/guardians as the primary educators of their children. Therefore, we value communication as a key to the success of all children entrusted to our care. This communication flow chart serves as a guideline and should assist parents/guardians and school community members in contacting the appropriate school staff members with questions or concerns. We encourage you to contact the staff member most immediately involved with your question or concern as the first contact. If the issue is not resolved, please progress through the flow chart below.

Questions/ Concerns	First Contact	Second Contact	Third Contact
<b>Academics</b>	Teacher	Principal	
<b>Athletics/CYO</b>	Coach	Athletic Director & Principal	Director of CYO Sports
<b>Behavior</b>	Teacher	Principal	
<b>Extra-Curricular Activities</b>	Club Advisor	Teacher	Principal
<b>Financial Aid</b>	Business Office	Principal	Pastor/ Pastoral Administrator
<b>Medical</b>	School Nurse	Teacher	Principal
<b>Religion</b>	Teacher	Principal	Coordinator of Curriculum & Instruction
<b>Safety</b>	Teacher	Principal	
<b>Special Education</b>	Teacher	AIS Teacher & Principal	K-8 <sup>th</sup> : District of School Location; Pre-K: District of Residence
<b>Transportation/ Bus Behavior</b>	Driver	Principal	Transportation Department of District of Residence
<b>Technology</b>	Teacher	School Technology Coordinator	Principal
<b>Tuition Payment</b>	Tuition Management Company, <i>if applicable</i>	Business Office	Principal
<b>Use of Facilities</b>	Parish Office	Principal	Pastor/ Pastoral Administrator

Additionally, the Superintendent of Schools is the Fourth Contact.

### **School Notification Systems for Parent Communications**

FACTS is a school notification system that helps educational leaders send schedule change notices, weather advisories, emergency alerts, and other important family communications via text and e-mail.

### **Home/School Communications**

In any setting, it is possible that misunderstandings or breakdowns in communication can occur. The administration, faculty and staff generally use the following means of communication:

# DIOCESE OF ROCHESTER – DEPARTMENT OF CATHOLIC SCHOOLS

## SAINT PIUS TENTH SCHOOL – STUDENT/FAMILY HANDBOOK

---

- Home folders
- Weekly communications
- Conferences
- Telephone Calls
- E-mails
- Progress Reports & Report Cards
- Student and Family Handbook
- School web site
- Calendars
- Surveys
- Text message blasts
- Weekly Electronic Envelope

It is imperative that the school office is notified of any changes of address, e-mail address, telephone numbers, emergency contact information, additional persons authorized to act on a student's behalf (if applicable).

### **FACTS Student Information System (SIS)**

Parents and guardians of Saint Pius Tenth School students will be able to view student academic progress through the FACTS SIS Parent Portal. It may be accessed from any device with Internet access. Information regarding the link for the FACTS SIS will be sent home. The application uses a secure link that encrypts the data to and from the end user and is very secure. Access will be by a unique user login ID and password. Access will allow viewing of current grades, as well as Progress Reports and Report Cards.

No paper Progress Reports will be sent home, though Report Cards will be sent home – unless requested.

## **8.02 MEDIA RELEASE STATEMENT**

Saint Pius Tenth School subscribes to the following photo release policy:

### 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 (i.e., turned away from the camera or otherwise unidentifiable).

### Adults:

Saint Pius Tenth School does not require signed release form to publish images of adults.

DIOCESE OF ROCHESTER – DEPARTMENT OF CATHOLIC SCHOOLS  
SAINT PIUS TENTH SCHOOL – STUDENT/FAMILY HANDBOOK

---

DIOCESE OF ROCHESTER – DEPARTMENT OF CATHOLIC SCHOOLS  
SAINT PIUS TENTH SCHOOL – STUDENT/FAMILY HANDBOOK

---

*Acceptable Student Use of the Computer Network and Internet Policy*

*Parent/Guardian Agreement Form*

Parents/guardians are asked to complete this form after reading and discussing the “*Saint Pius Tenth School Acceptable Student Use of the Computer Network and Internet Policy*” with their child(ren). This document will be kept at the school for the duration of the student’s attendance.

**Parent/Guardian Support for Acceptable Computer Network Guidelines:**

As the parent and/or guardian of \_\_\_\_\_, I have read and will support terms described in the “*Saint Pius Tenth School Acceptable Student Use of the Computer Network and Internet Policy*.” I have instructed my son/daughter to cooperate with and support the rules and guidelines set forth in the “*Saint Pius Tenth School Acceptable Student Use of the Computer Network and Internet Policy*.” I understand my son/daughter will be held responsible for any non-compliance with the stated policy’s rules and responsibilities.”

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*Signature of Parent / Guardian*

*Date*

**Student Support for Acceptable Computer Network Guidelines:**

As a student, I have read/discussed and will follow the guidelines of the “*Saint Pius Tenth School Acceptable Use of the Computer Network and Internet Policy*.” I understand I will be held responsible for any non-cooperation with the stated rules and responsibilities.”

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*Student Signature*

*Date*

**DIOCESE OF ROCHESTER – DEPARTMENT OF CATHOLIC SCHOOLS  
SAINT PIUS TENTH SCHOOL – STUDENT/FAMILY HANDBOOK**

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***Student/Family Handbook Acknowledgment Form  
2022-2023  
Saint Pius Tenth School***

Dear Parents and Caregivers,

This handbook has been prepared to help parents, caregivers, faculty and staff, 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 areas.

It is with your continued support and cooperation that we can assure our children of the unique form of Catholic education that Saint Pius tenth School offers and continue to fulfill the mission of our incredible school:

**Mission**

*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 are taught in the classroom and permeate 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.*

By signing this acknowledgment form, I am indicating that I have read, understand, and agree to abide by the policies and procedures outlined in this handbook. Additionally, I acknowledge that I have read, understand, and agree to abide by the policies and procedures outlined in the 2021-2022 Saint Pius Tenth School COVID Response Plan.

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Parent/Guardian Name (printed)

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Parent/Guardian Signature

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Date

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Student(s) Last Name(s)

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Grade Level(s)