

# ST. PIUS X CATHOLIC HIGH SCHOOL

STUDENT HANDBOOK  
2023 - 2024







**St. Pius X Catholic High School**  
**Student/Family Handbook, Student Honor Code, and**  
**SPX Families in Action Pledge Against Substance Usage**  
**Acknowledgement & Agreement**  
**2023-2024 School Year**

In order to ensure that students and their families are familiar with the philosophy, rules, regulations, and policies of St. Pius X Catholic High School & the Archdiocese of Atlanta, we ask that students and parents or guardians please read and review this 2023-2024 *St. Pius X Student/Family Handbook*, the SPX Families in Action Pledge Against Substance Usage, and the St. Pius X Student Honor Code Booklet (all included as part of the Handbook).

This Acknowledgement Form states that you as students and parents or guardians of students agree, as a condition of admission to and enrollment at St. Pius X Catholic High School, to abide by all of the policies of this handbook and all governing administrative regulations of St. Pius X Catholic High School and the Archdiocese of Atlanta in effect at the time of admission, or as amended, for the duration of enrollment of the student.

*Please print and complete **ALL** required forms found at this [LINK](#) for **EACH** student attending St. Pius X. All signed forms are to be returned via this [LINK](#) or in person by Friday, **August 11, 2023**.*

**Please review this handbook, including the SPX Families in Action Pledge and Student Honor Code.**

<b>Student Name (Please Print):</b>	
<b>Student Signature:</b>	Date:
<b>Student Grade Level and Homeroom:</b>	
<b>Parent or Guardian Name (Please Print):</b>	
<b>Parent or Guardian Signature:</b>	Date:

# SPX FAMILIES IN ACTION PLEDGE AGAINST SUBSTANCE USAGE

## Preamble

The purpose of the St. Pius X Catholic High School ("SPX") Families in Action Pledge is to confirm a set of expectations among families regarding SPX student activities and gatherings in our homes. United in this Pledge, SPX families stand in solidarity with SPX as one community sending the consistent message that unlawful drinking and drug use is not tolerated at SPX or in our homes.

## The Law

Georgia law states, in part, that it is illegal to sell, serve, or furnish alcoholic beverages to a person under 21 years of age and that it is illegal for a person under 21 years of age to purchase, knowingly possess, or misrepresent his or her age in any manner for the purpose of obtaining alcoholic beverages (cf. O.C.G.A. Sec. 3-3-23).

## The Pledge

1. There will be no unlawful drug or alcohol use when SPX students are at my home.
2. I will be present and visible throughout any gathering of SPX students at my home or where I have sponsored an event in which SPX students are present.
3. If a teen brings alcohol or drugs into my home or my event, or arrives apparently under the influence of drugs or alcohol, I will ask the teen to remain in my home and immediately notify the parents to request further instructions.
4. I will welcome calls from other SPX parents who have concerns or questions about any activity or party involving SPX students being planned for or hosted at my home.
5. I acknowledge that it is my duty and responsibility to contact the host family before granting permission for my SPX student to attend a party in someone else's home if I have any questions about the party, including the nature of the party, who has been invited, and who will chaperone.
6. If I go out of town overnight and my SPX student will be at home, I will provide supervision through another responsible adult who will either stay with my SPX student overnight or provide the necessary supervision (including checking my home as often as necessary), making themselves available to my SPX student for all support as needed as if I were home.
7. All adult members of my household affirm this Pledge, which I confirm by submitting the signed Acknowledgement Form to the school that is found at the beginning of the 2022-2023 *St. Pius X Student Handbook*.

## **The Spirit of St. Pius X**

- **Mission Statements**
  - Mission Statement for the Archdiocese of Atlanta
  - Mission Statement for St. Pius X Catholic High School
- **Vision Statement**
- **Our Values**
  - Supernatural Vision
  - Centrality of Christ
  - Community
  - Integral Education
  - Truth
- **Positive Statements**
- **Our Patron Saint**
  - Our Patron Saint
  - School Crest
  - Use of School Name, Crest, Logo, and Motto
  - Our Motto: *Domini Sumus*
- **Alma Mater**
- **Prayer of St. Pius X**

### **Amendments to School Policy**

This handbook may be amended by the school administration at any time during the year with proper notification of these changes being communicated in writing to Parents and Students.

## THE SPIRIT OF ST. PIUS X

### **Mission Statement for Catholic Schools in the Archdiocese of Atlanta**

Our schools are committed to providing an excellent education in an environment of spiritual, intellectual, physical and moral formation in accordance with the teachings of the Roman Catholic Church. The Catholic Schools in the Archdiocese of Atlanta serve a vital role in the educational ministry of the Church.

### **Mission Statement for St. Pius X Catholic High School**

St. Pius X, an archdiocesan high school, provides a college preparatory education for the formation of the mind, body, and spirit of each student in accordance with the teachings of the Catholic Church.

*St. Pius X Catholic High School is a Roman Catholic educational institution, fully committed to the teachings of the Roman Catholic faith. All educational activity offered at the school is grounded in the Catholic faith; without it, the school is unable to achieve its mission. While St. Pius X Catholic High School is committed to ensuring that all teachings of the Catholic faith are shared and discussed with respect, sensitivity, and charity, especially with those who may struggle with them, the school expects all parents/guardians and students to demonstrate support for the mission of the school and all the teachings of the Roman Catholic faith by not contradicting or criticizing them publicly, in words or actions, including through online social media venues. **Students who fail to act in a manner consistent with this expectation may be subject to disciplinary action, up to and including expulsion.** Parents/guardians who fail to act in a manner consistent with this expectation may be asked to withdraw their child/children from the school.*

### **Vision Statement**

We strive to form students of strong character and deep faith who complete college, serve others, and participate actively in the life of the Church.

### **Our Values**

**Supernatural Vision:** We foster the growth of good human beings who love God and neighbor and thus achieve their eternal destiny of heaven through the teachings of the Catholic Church.

**Centrality of Christ:** We are founded on Jesus Christ the Redeemer who, through His Incarnation, is united with each person and is both the model and means for personal holiness.

**Community:** We are a community of persons bound by the Catholic Faith who recognize our school as an extension of the intimate atmosphere of family life.

- Teamwork/collaboration among administrators, faculty, and parents for the school's common good
- Interaction of students and teachers which is a dialogue and not a monologue
- Physical environment that has amenities that create a pleasant family atmosphere
- Our core commitment to the Gospel shapes our expectation for moral behavior inside and outside of the classroom. We celebrate the gift of diversity and work to foster charity and inclusion in all we do. Any speech or action in violation of this commitment is contrary to the Church's teaching and to the mission of St. Pius X Catholic High School. For more information on these expectations of our mission, please visit our "Diversity & Inclusion" page on the school's website ([www.spx.org](http://www.spx.org)).

**Integral Education:** We aim to develop the intellectual, physical, psychological, moral and religious capabilities of every student.

**Truth:** We seek to teach not merely knowledge but understanding, wisdom and truth. Human beings can grasp the truth of things, and in grasping that truth can know their duties to God, themselves, and their

neighbors.

### **Positive Statements**

- We believe that each person is called to a deeper relationship with God and to the transformation of society.
- We believe that service to others is a response to human need either by direct sharing of spiritual and material resources or by developing skills needed for achieving a just society.
- We believe that each person has unique worth and gifts.
- We believe that each person is called to use his or her gifts to serve the common good.
- We believe that each person is responsible and accountable, personally and publicly.
- We believe that teachers create an educational environment that nurtures each person's independent pursuit of education and development.

### **Our Patron Saint**

The life and papacy of St. Pius X is best recorded by Catholic Church historian Thomas Bokenkotter (2004, pp. 383-384):

Giuseppe Sarto, or Pius X—the first Pope elected in the twentieth century (1903) and the first Pope to be canonized (1954) since the sixteenth century—was the son of poor peasants from Riese, an obscure village in northern Italy. After his ordination in 1858 he gained a rather wide experience as a parish priest, as spiritual director of a seminary, and as a chancery official, impressing everyone at the same time by his deep spirituality. In 1884 he was made bishop of Mantua, where he showed a marked zeal for reform. Finally, in 1893, he was transferred to Venice as patriarch and cardinal. In spite of his advance up the ranks of the hierarchy, he remained dedicated to the tasks of the parish priest and loved nothing more than catechizing children, saying Mass, and hearing confessions. Even as Pope he retained the heart of a simple parish priest and manifested a warmth, humor, affability, and gentleness that won the hearts of pilgrims from all corners of the world.

His most important acts as Pope were inspired by the same pastoral sense and solicitude. His love of the Mass and his desire to have it performed in the most dignified manner was embodied in his decree on the reform of sacred music (1903). Of similar inspiration was his decree urging all the faithful to frequent Communion and admitting children to this sacrament at the earliest possible age.

Pius died as Europe plunged into the inferno [of World War I] and was succeeded by Pope Benedict XV (1914-22).

#### Reference:

Bokenkotter, T. (2004). *A concise history of the Catholic Church*. New York, NY: Doubleday.

St. Pius X Catholic High School shares the saint's deep love for the Eucharist and his commitment to form young people to be faithful followers of Christ so they can share the Lord's love with their families, their communities, and their places of work after they leave the school.

### **Our Roots**

To read about the history of our school, please visit our website [here](#).

## School Crest

Much of what St. Pius X lived and stood for is mirrored at St. Pius X High School. Our school community has adopted many symbols and reminders of his ideals. For example, the school crest contains much from the life of Pope St. Pius X. On the crest there is a winged lion. This symbol represents the Evangelist Mark, who is the patron saint of Venice, the city in which Cardinal Sarto was patriarch and cardinal. As Pope, Pius X retained this symbol for his own coat of arms. It is from this symbol that the school proudly calls itself the "Golden Lions."

Appearing on the coat of arms of both Pius X and the first Archbishop of Atlanta are the waves of the sea. On the saint's coat of arms, they represent the seaport of Venice. On the coat of arms of the Archbishop of Atlanta and on the school's crest, they symbolize the city of Atlanta, named after the Atlantic Ocean.

Superimposed on the waves is the anchor of hope, again from the coat of arms of Pius X. At the lower left of the crest is a sword. This is the symbol of the martyrdom of St. Paul from whose First Epistle to the Corinthians Pope Pius X took his motto and from whose Epistle to the Romans the school derives its motto, "*Domini Sumus*."

Significant colors on the emblem are gold and white, which are the Papal colors; adding the color blue comprises the school colors. The color red symbolizes the martyrdom of the Apostle Paul.

Finally, to the left of the emblem is the "chi rho," seen as the symbol  $\text{P}$ . This can refer to Pius X; however, its original meaning is derived by combining the first two letters of the Greek word, "christos," or Christ, spelled,  $\text{XPICTOC}$  in Greek. Christians used the chi rho as a symbol of their acceptance of the Way. Additionally, Emperor Constantine I is said to have seen a vision of the symbol before his victory at the Battle of the Milvian Bridge, in which a voice declared, "*In hoc signo vinces*," or, "In this sign, you shall conquer."

## Use of School Name, Crest, Logo, and Motto

No one may use the school name, logo or motto on any type of social media or in any other way, e.g. putting the name on t-shirts, for example, without the express written permission of the President.

### Our Motto: *Domini Sumus*

*None of us lives to himself, and none of us dies to himself. If we live, we live to the Lord, and if we die, we die to the Lord; so then, whether we live or whether we die, we are the Lord's.* Rm. 14: 7-8

This short passage taken from the fourteenth chapter of Paul's Epistle to the Romans summarizes not only the Apostle's message but also the mission and purpose of this high school. We are called to live as a community, always mindful of our relationship with God and with one another. No matter what our position is in the community, whether administrators, staff, teachers, students, or parents, the Lord is the center and the reason for the school's existence. In short, our school motto conveys the belief that *every human belongs* in a special and dignified way to God, and our actions and attitudes should likewise affirm the inherent dignity of all human beings. "We are the Lord's," and thus we are accountable to Him and the community formed in His name. It is because of our firm belief in the reality that every human being belongs to the Lord that we have adopted the Latinized phrasing of "We are the Lord's" as our school motto, rendered as, *Domini Sumus*.

We try to live out this commitment in many ways. First, we try to recognize Christ in all the members of our school community, and we try to help each member of the community to likewise recognize the presence of the Lord Jesus in one another. Secondly, we try to use those gifts and talents that the Lord has given us to build up and strengthen this community. Thirdly, we celebrate our oneness with our Lord and one another in the Eucharist. Thus, in all that we say and do, we seek to demonstrate and affirm that we are His and one with Him.

## **Alma Mater**

DOMINI SUMUS: We are the Lord's,  
Ring out the bells of St. Pius,  
Echoes resounding in golden tone,  
A spirit that's hers alone.

(Refrain)

We're proud of you, our Alma Mater  
Because of you we're strong.  
St. Pius Tenth, with you we'll triumph,  
To your call we throng.

From your wisdom and your courage,  
We learn to banish fear,  
Searching for life's dream and promise,  
Finding guidance near.

When from you we have departed,  
When our four years are spent,  
St. Pius, we'll ever honor  
Ideals you represent.

## **Prayer of St. Pius X**

O Lord Jesus Christ,  
let your passion be my strength  
to sustain, guard, and protect me.  
Let your wounds be my food and drink  
to nourish, fill and invigorate me.  
Let the shedding of your blood  
cleanse me of all my sins.  
Let your death obtain eternal life for me  
and your cross lead me to everlasting glory.  
Let these constitute for me  
refreshment and joy,  
health and uprightness of heart.

*St. Pius X (1835-1914)*



# **Admissions and Enrollment**

## **Admissions and Enrollment**

- Non-Discrimination Policy for Admissions
- Admissions Requirements
  - Items Required for Admission
  - Students with Diverse Learning Needs
  - Non-Catholic Students
  - Transfer Students
  - Continuous Enrollment Policy
  - Withdrawals

## ADMISSIONS AND ENROLLMENT

### **Non-Discrimination Policy**

St. Pius X will not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, admission policies, scholarship and work programs.

### **Admissions Requirements**

In order to be considered for admission, a completed application must be returned by the last Friday in January.

A completed application must include the following documents:

- Completed online St. Pius X Application for Admission on the Ravenna Platform
- Completed student prompts
- Transcripts for 6th grade, 7th grade, and 1st semester of 8th grade
- Current principal/counselor recommendation
- Current math teacher recommendation
- Current language arts teacher recommendation
- Parish Verification Form (only required for Catholic students)
- Secondary School Admission Test (SSAT) scores
- Copy of Birth Certificate
- Application fee of \$100.00 (nonrefundable, payable by credit card)
- Picture of applicant (optional) - Please upload or print name on back
- PSAT Scores or other standardized test scores (optional)

In the admission of students to an Archdiocesan high school, acceptance priority is given to Catholic families who have met the above criteria. (per section #5120 of the Archdiocese of Atlanta Policy Manual)

Students and their parents/guardians agree, as a condition of admission, to abide by the guidelines of this student handbook and all governing administrative policies or regulations of St. Pius X Catholic High School and the Archdiocese of Atlanta in effect at the time of admission, or as amended, for the duration of enrollment of the student. All new students have a probationary status during the first semester of the school year and are expected to follow all policies, both academic and behavioral, of the school. If a violation occurs, penalties will be enforced.

### **Students with Diverse Learning Needs**

St. Pius X strives to accommodate students with physical, emotional, social or learning challenges. However, families must fully disclose the nature and known extent of such challenges at the time of application or as they learn of their student's needs through proper psychoeducational testing. The school has limited resources to meet certain challenges and may recommend educational alternatives that may better serve the needs of some students.

### **Non-Catholic Students**

The school respects the personal conscience of individual students and their families. This freedom is recognized by the Catholic Church. However, as a Catholic school it cannot relinquish its own freedom to proclaim the Gospel and to offer a formation based on the teachings of the Catholic faith and the values to be found in Christian education. Therefore, all students will be expected to participate in religious instruction and Catholic formation offered at the school except those intended only for Catholics; namely, the reception of the Sacraments.

**Transfer Students**

St. Pius X Catholic High School admits students to grades 9-11 (if space is available). Only students transferring from Catholic high schools beyond metropolitan Atlanta will be considered for the senior year. Transfers from local high schools will not be admitted for the senior year.

A student applying for admission to a grade higher than the ninth shall as a prerequisite to admission present a certified copy of his or her academic transcript and disciplinary record from the school previously attended.

A student transferring to St. Pius X must be enrolled for at least one full year (two semesters) in order to receive a St. Pius X diploma.

**Continuous Enrollment Policy**

Continued enrollment of the student is subject to the student observing all school rules as set out in the school handbook including but not limited to general behavior, academic performance and attendance.

Continued enrollment in any given school year and re-enrollment in any subsequent years are subject to the parents'/guardians' continued support of the mission of the school as documented in the student handbook and the policies of the Archdiocese of Atlanta and the maintenance of a demonstrably effective and supportive relationship between the school and the parents/guardians. Continuous enrollment in any subsequent year is subject to mutual agreement. That agreement may be withheld by the student, the parents, the school administration, or the Archdiocese of Atlanta with or without cause. Please refer to the Business Office Chapter for continuous enrollment financial information.

**Withdrawals**

To officially withdraw from St. Pius X Catholic High School, a Transfer of Records must be completed and submitted to the Registrar. Final and official transcripts will be transferred to other schools when all accounts have been paid in full and upon completion of the Transfer of Records form.



# Academic Program

## Graduation Requirements

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- Parent-Teacher Conferences for Deficiencies
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### **Final Exams**

- Final Exam Schedule
- Make-up Exams
- Alternate Exam Dates
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### **Awards**

- Academic Awards
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- Departmental Awards
- College Book Awards
- STAR Student
- Cornelius L. Maloney Award
- Father James Harrison Principal's Award

### **Participation in Athletics**

- GHSA Requirements
- NCAA Requirements

## ACADEMIC PROGRAM

### GRADUATION REQUIREMENTS

St. Pius X is a college preparatory school which provides a program of study requiring 24 Carnegie units for graduation. Please refer to the course catalog located on the [Academics](#) page of the school's website for complete course descriptions and requirements for enrollment.

#### *Credits /Subject*

4	<b>Theology*</b>	<i>Required</i>	Basics of Catholicism or Survey Catholicism/Christian Life & Liturgy Hebrew Scriptures/Christian Testament Catholicism and Major Faiths of the World/History of Christianity Apologetics & Life Ethics/Catholic Social Teaching & Vocations
4	<b>English *</b>	<i>Required</i>	English I Lit/Comp                      English II Lit/Comp American Lit/Writing                      British Lit/Writing
4	<b>Mathematics *</b>	<i>Required</i>	Algebra I Geometry Algebra II *At least one course beyond Algebra II
4	<b>Science *</b>	<i>Required</i>	Biology                                      Chemistry Physics                                      One Science Elective
3	<b>Social Studies *</b>	<i>Required</i>	World History                              United States History Economics (.5 credit)                      Am. Government (.5 credit)
2	<b>World Languages *</b>	<i>Credits must be in the same language for two consecutive years to fulfill the GeorgiaOE requirements; additional years of World Languages are credited as electives</i>	
.5	<b>Business &amp; Computer Science</b>	<i>Required</i>	Introduction to Digital Technology (.5 credit) <i>Note: Must be taken within the first year at St. Pius X.</i>
N/A	<b>Works of Mercy</b>	<i>Required</i>	Completion of yearly Works of Mercy based on criteria stipulated by Campus Ministry is graded as a "Pass/Fail" course. <i>See <a href="#">Campus Ministry</a> page on school website for details.</i>

#### Class of 2024

.5	<b>Physical Education</b>	Health and Wellness (.5 credit) <i>Note: Must be taken first year at St. Pius X</i>
2	<b>Electives</b>	
24	<b>Total Credits</b>	<b>Required for Graduation</b>

#### Class of 2025 and beyond

.5	<b>Physical Education</b>	Health and Wellness (.5 credit) <i>Note: Must be taken first year at St. Pius X</i>
1.0	<b>Electives</b>	
.5	<b>Fine Arts Course</b>	
24	<b>Total Credits</b>	<b>Required for Graduation</b>

\* Denotes Core academic area; in some instances, AP Courses and/or approved electives may be taken in place of the equivalent required course.



### **Non-Participation in Early Graduation, Dual Enrollment, or Outside Institutional Credit**

St. Pius X Catholic High School is a four-year institution and therefore does not offer early graduation; St. Pius X does not participate in Dual Enrollment or offer credit for online courses other than authorized Credit Recovery.

## **WORKS OF MERCY PROJECTS**

### **Works of Mercy Requirements**

Each year, students are required to take part in the Works of Mercy Program as part of their ongoing Catholic formation. The Works of Mercy are a concrete way for students to fulfill Christ's commandment to "love [one's] neighbor as [oneself]" (cf. Matthew 22:39, Mark 12:31, Luke 10:27).

Works of Mercy requirements, including deadlines and directions for successfully submitting verification, are determined by the Campus Ministry department. The Works of Mercy are graded based on successful completion of all required projects and these grades appear on official transcripts.

### **Works of Mercy Credit Recovery**

Students who fail to complete their Works of Mercy per the requirements stipulated by Campus Ministry will be required to recover those credits in order to graduate from St. Pius X. All credit recovery for underclassmen must be completed by August 1 before the following school year begins in order for a student to be on track to graduate. Students who are not on track to graduate will no longer be allowed to remain at St. Pius X.

Senior students who fail to complete their Works of Mercy per the requirements stipulated by Campus Ministry will be required to recover those credits in order to graduate from St. Pius X. All credit recovery for seniors during their senior year must be completed by the last day of senior classes in order to be eligible for graduation and participating in graduation exercises. If seniors do not complete the credit recovery within one year of leaving St. Pius X, they will no longer be eligible to receive a St. Pius X diploma.

Details concerning the Works of Mercy requirements, instructions, and deadlines can be found at the [Campus Ministry](#) page of the St. Pius X website.

## **STUDENT COURSE OF STUDY**

### **Levels of Instruction**

St. Pius X offers a rigorous college-preparatory curriculum designed to prepare all students for entry and success in the collegiate setting. Each level of instruction is college-preparatory, challenging students based on their aptitude and particular needs. Details regarding course levels offered and the requirements and expectations for each can be found in the Course Catalog located on the [Academics](#) page of the school website.

**College-Preparatory (CP)** classes are designed to meet the needs of students enrolled in a college-preparatory curriculum.

**NOTE:** CP level courses have protected status at St. Pius X. They are specifically designed for students who have a demonstrated need for them. They are not used to make a student's schedule easier or less demanding.

**College-Preparatory Accelerated (CPA)** classes are designed to meet the needs of students enrolled in a college-preparatory curriculum who can complete tasks with greater independence and who have a demonstrated level of aptitude and achievement.

**Honors (H)** and **Advanced Placement (AP)** courses are weighted courses designed to meet the needs of students who want an advanced college-preparatory curriculum and have demonstrated a high level of responsibility, interest, aptitude, and achievement. The course principles and concepts are explored in greater depth, and more independent work is expected of the student.

### **Course Load**

All students in grades 9-12 must successfully complete a minimum of six (6) graded subjects each semester each year. Each semester, a minimum of four (4) subjects must include courses from the core disciplines of Theology, English, mathematics, social studies, science, and/or world languages.

Students in Honors courses should anticipate an average of one hour of homework per night per class. For AP requirements, see the AP Expectations chart at the beginning of each department section as well as the AP Program section of this document.

### **Course Progression**

Each department section in the Course Catalog contains a flowchart showing the normal progression through the courses. Some, like Theology, have set courses to be taken at set times during the student's time at SPX. Others have flexibility in the choices/levels. Any questions about a particular progression should be addressed to the chairperson of that department.

### **Course Enrollment and Requirements**

Students enroll in courses at St. Pius X through a process that begins each academic year and culminates in a student's schedule for the following school year. This process includes several major stages; in order for students to maximize their educational experience and be enrolled in as many of the courses as they desire, it is important that they understand this process and their responsibilities within it.

Below are the major stages of course enrollment:

- ***In-class performance:*** during the entire current academic year, teachers observe student performance in order to determine recommendations for course placement for the following school year.
- ***Recommendations made to department chairs:*** in early spring, teachers recommend students for placement in the following year based on the current year's observations; department chairs have the final say on whether or not to accept the recommendation.
- ***Recommendations shared with students:*** in the early spring students are able to see their recommendations in PowerSchool. They have a brief period to inquire about their recommended placement.
- ***Registration:*** in mid to late spring students register for courses for the upcoming school year.
- ***Scheduling:*** over the summer the Academics office creates student schedules for the upcoming school year. Schedules are based on requirements being fulfilled by students, departmental recommendations, the number of sections available, and the periods of the school day in which the courses are available. Preference in scheduling particular courses is ALWAYS given to what a student needs in order to be on track to graduate.

**NOTE:** Due to the physical restraints of the school's space, the number of teachers and sections available each year, student demand, and conflicting courses, no student is EVER guaranteed a course, even if a teacher recommended the student for that course.

### **Course Catalog Terms**

Whether or not students are enrolled in their desired courses depends on a number of other factors, including whether or not the student completed the necessary prerequisites or whether they will be in the correct grade for when the course is offered.

Below is a detailed list of the terms stipulating these requirements that students will see when they access the Course Catalog, which is found on the [Academics](#) page of the St. Pius X website.

Students should review the individual course descriptions (see the Department pages in the Course Catalog) to determine what requirements must be fulfilled in order to be eligible for enrollment.

**Prerequisite** (e.g. "Algebra 1, Geometry") – These courses ensure that students have a solid and appropriate foundation to be successful in subsequent courses. Therefore, students must pass prerequisites in order to be eligible to enroll in subsequent courses. This status is reviewed at the end of the year. If a student fails a prerequisite course or does not pass with the required listed grade, he/she will be registered for a different qualifying course.

**Corequisite** – These are additional course(s) in which the student must also be enrolled in order to be eligible to take the course in question.

**Grade Level:** (e.g. "Grade(s): 10, 11, 12th – These denote the grade level required for students to be eligible for enrollment in the course in question; these grades refer to the grade the student will be in during the following academic year.

**Permission of Department** – These are courses that require a teacher recommendation in order to be eligible for enrollment. The criteria vary by course/department, so it is the responsibility of the student to follow the guidelines set forth by the department and submit any necessary applications by the departmental deadline.

**Notes** – These outline any additional information pertinent to the courses that a student should know in deciding to request placement.

### **Course Descriptions**

Course descriptions are provided in the Course Catalog found on the [Academics](#) page of the St. Pius X website to help students and parents determine the content of the course offerings. Please read them carefully. If further explanation is needed, contact the chairperson of the department or the teacher currently teaching the course.

### **Course Offerings/Availability**

All courses listed in the Course Catalog are offered subject to availability. Changes to the Course Catalog may occur without notice. Courses offered are based on numerous factors, including:

- Teaching staff needs: these are determined for the next school year based in part upon the data gathered from course registration in the spring.
- Teaching staff availability: course availability is subject to the availability of appropriate teachers



who can successfully teach the planned courses.

- St. Pius X offers various levels of instruction in order to serve all its students as effectively as possible. The number of courses, levels, and sections are selected based on the needs of the school at large, and are the sole prerogatives of the professional staff and the administration.
- Courses may be limited to a certain number of students; therefore, not all students who register for a course will be able to take it. It should be noted that the selection of certain courses does not guarantee that the student will be scheduled into those courses.
- The school reserves the right to drop courses for which there is insufficient enrollment or no teacher available.

### **Class Sizes**

Each class has a maximum capacity based on facilities, content needs, and best educational practices. Because of the impact and disruption changes have on class size and to ensure the balance of class loads, class capacities will NOT be overfilled.

### **Unscheduled Time**

Students may take no more than one non-credit course (study hall, work-study, or study support) per academic year. Work Study placements take precedence over elective courses for purposes of scheduling. Once schedules have been distributed, requests to drop electives in favor of Study Hall will not be granted.

### **Student Level Placement**

St. Pius X offers classroom instruction on various levels with different academic expectations in order to ensure the greatest academic success for each student, and course assignment and student placement in a given instructional level are the sole prerogatives of the professional staff and the administration.

Student placement in any subject will be based on the following: performance on certain standardized tests (when applicable), aptitude, performance in that course of study, and teacher recommendations. Recommendations will be made by teachers in the spring based on the student's performance in the current course. Students are invited by departments to participate in AP and Honors courses based on their demonstrated ability, grades, skills, work habits, and motivation. Students enrolled in AP and Honors courses who do not continue to demonstrate these qualities will have their invitations withdrawn from the programs for the following year.

Students not placed in their level of choice may request a review or submit an application, as outlined by the specific department, but there is no guarantee that the student recommendation will be changed.

Every effort is made to place students in courses that are at the correct level based on their previous academic experience. Occasionally, a student may be misplaced. In such cases, the Dean of Academics, in consultation with the subject teacher and department chair, may shift a student to a different level course.

### **Special Notes About Student Level Placement**

- In English, Math, Science, Social Studies, and World Languages, CPA courses are considered "on-track," while CP level courses have protected status: they are specifically designed for students who have a demonstrated need for them, such as those with a diagnosed and documented learning difference. They are not used to make a student's schedule easier or less demanding.
- For students who wish to move out of a particular World Language course progression, they must provide a written rationale for the desired move to the department chair prior to registration for the following year and have a placement test for the desired language on file with the department.

All moves are subject to availability and are not guaranteed.

- Parents of students placed in courses at parent request against school recommendation must sign a contract stipulating that the student will complete the course at the requested level, regardless of performance, and that reassignments to a lower level will not be made after the switch has been made.

### **Course Registration**

Course registration occurs in spring for the following academic year. Students should work in consultation with parents and their counselor to plan the appropriate course of study for their long-term goals and register for those courses accordingly.

### **Core Courses**

Once a student registers for a course, level changes are not allowed. All requests for a particular level must happen during the stated time frame prior to course registration. Requests for additional AP courses made after the initial course registration will not be honored. This includes instances where students were not scheduled into AP courses for which they did register but which were not ultimately available for the reasons listed under “Course Offerings/Availability” above.

### **Elective Courses**

Although students are asked to prioritize elective choices, no course is guaranteed. If a student lists an elective during registration, *even if it is an alternative*, the student will not be allowed to drop the course once schedules have been published. This includes switching to Study Hall.

If the school’s master schedule dictates, students may be placed in an elective course not selected during registration. Elective courses are subject to cancellation due to low enrollment.

### **Alternate Course Choices**

The following do not guarantee that a student will be scheduled for a particular course:

- A teacher recommendation for a high-demand course
- Selecting a course as a primary elective during registration

Some students cannot be scheduled into the electives they request due to a number of factors:

- Single-section courses offered during the same period
- Class size maximums
- Course sequencing (eg – the required prerequisite is taught in the same semester)
- All choices are taught in the same semester, causing schedule overload
- An inability to have lunch in the schedule

Students must select alternate elective options during the registration time frame. Elective alternates are not prioritized; therefore, it is possible that a student might be placed in anything he/she has chosen. It is also possible in situations listed above under “Course Offerings/Availability” that a student will be placed in an elective that he/she did not choose. In these circumstances, the master schedule dictates the courses. Assigned electives will not be reconsidered once the schedules are published.

### **Class Balancing**

St. Pius X reserves the right to modify student schedules in a manner that best benefits the student and SPX. In order to provide the most optimal educational experience, the Academics Office tries to balance classes as much as possible (i.e. similar number of students in each class). Since a number of courses are taught only one semester each year, and since a change to one student’s schedule can throw the balance off

in other classes, there is sometimes a need to rebalance classes for instructors at the beginning of each semester.

Schedules visible in the PowerSchool portal in the summer are subject to change class period or teacher until the first day of school in August. The assigned elective course(s) may change if class balancing is required; however, the assigned core courses themselves are final, and no changes should be expected/requested.

### **Schedule Corrections**

Student course lists for the following year will be distributed in May. Students should bring any ERRORS to the attention of the Registrar using the online Schedule Error Notification Form. The form link will be posted in Canvas and will be open for a limited time. Schedule change requests will NOT be accepted via email.

Reasons for a schedule correction include:

- Did not receive a course required for graduation
- Enrolled in a non-repeatable course a student has already completed and for which he or she has received credit
- Enrolled in a course for which a student has not met the prerequisite
- A student does not have a full schedule of seven (7) classes
- A student does not have a lunch period (unless that student is enrolled in a double-period AP science course)

### **Schedule Change Requests**

St. Pius X does not have a drop-add period. After the published deadline, class changes will be made only for academic reasons, e.g. the student did not successfully complete the prerequisite or the student was placed incorrectly.

The following reasons for change of schedule will NOT be considered:

- Specific teacher request (either for or against)
- A student believes that he or she does not learn well with a particular teacher's "style"
- Dissatisfaction with a course/level
- Placement in an elective that the student did not request
- Desire for a particular lunch/class period
- The schedules of others
- Change of mind
- To adjust time of arrival/departure from school
- To accommodate extracurricular activities, including jobs

Students do not have the ability to select instructors. It is important for students to be exposed to a variety of teaching styles and learning methods while in a college-preparatory environment. The instructors at St. Pius X are diverse in their talents and methods and exposure to them provides an excellent foundation for learning how to adapt to the particularities of others, whether professors in college or employers afterward.

### **Academic-Required Course Changes**

In rare cases, circumstances require a student's schedule to be revisited. Changes will be made for academic reasons only, with the student's ability to meet course requirements being the primary consideration. This may be initiated by the student's teacher or the department chairperson, who will consult with the Dean of



Academics. The Dean of Academics is the only one with authority to make a schedule change, and will only do so with the recommendation of the department chair.

Student- or parent-initiated course request changes must always begin with the classroom teacher. Failure to follow protocol may result in the request being denied. The teacher will discuss the issue with the department chairperson who can then make the request of the Dean of Academics. After course registration, parents/students should not expect a change request to be accommodated.

### **Course Withdrawal**

In an effort to provide the most accurate information possible on SPX transcripts, students who withdraw from a course after the semester has begun will have a “W” (Withdrawal) noted on their transcript. This is consistent with the process used by colleges and universities and will therefore be more effective in communicating the most precise record of a student’s academic progress.

Once the academic year has started, courses may not be dropped except when the Dean of Academics deems this action advisable. Such withdrawals may carry a grade of “WF” (Withdrawal-Failing) or “WM” (Withdrawal-Medical).

### **Curriculum Enrichment Policy**

St. Pius X students are permitted to enroll in external coursework (outside the school) for purposes of curriculum enrichment; however, community college and on-line courses are not accepted in lieu of graduation requirements, prerequisites, credit hours earned, or grade point average.

Families who wish to pursue external coursework for curriculum enrichment are encouraged to verify with colleges of interest that the courses will be accepted and considered in the admissions process. The student will be responsible for reporting these courses to the colleges to which they apply; St. Pius X will not publish external coursework to student transcripts.

No adjustments can be made to a student’s schedule in order to accommodate demands for external coursework, which should not interfere with the normal St. Pius X school day, schedule, or academic progress. Families are advised to consider all factors involved in enrolling in coursework for curriculum enrichment, including workload at St. Pius X, time constraints, and stress levels so as not to overload students.

### **Standardized Testing**

Standardized tests of various types, as appropriate to the individual classes, are administered. The regular testing program consists of the PSAT administered in grades 9, 10, and 11. The SAT and ACT are offered periodically throughout the academic year. Additional testing is recommended where needed.

Students who have learning or medical needs that warrant accommodations in the classroom can request accommodations on standardized tests. The standardized testing companies (College Board or ACT) must approve the request in order for students to use the accommodation(s) on its test. The information on how to make this request is available on the SSD page of Canvas under the "Extras" tab. Any student who has testing or a doctor’s note recommending classroom accommodations has access to this Canvas page. Any questions can be directed to the Study Support teachers.

Accommodations will be provided on the PSAT and AP exams for students who have been approved by the College Board. SPX will provide proctors for students taking the PSAT 10/11, which is given to sophomores and juniors, and AP exams with standard time or 50% extra time. The family will be charged a proctoring fee for any additional personnel that must be acquired to provide accommodations outside of those previously stated. Some accommodations that would require additional personnel are 100% extra time, extra time on the PSAT 8/9 (which is taken by freshmen), or a reader.

Test results are explained and used when counseling students for future plans. Copies of these test results are mailed directly to the student's parent(s). PSAT scores are not part of the student's transcript.

### **Advanced Placement (AP) Program**

AP courses are college-level courses and as such require considerably more homework and studying than other course levels. Students considering taking an AP course should check the AP Expectations chart in that department's section of the Course Catalog found on the [Academics](#) page of the school website.

Advanced Placement (AP) Courses labeled "AP" include an 8-point addition in the final numeric average, provided this average is 70% or greater at the conclusion of the course. In the case of a failing grade or failure to take the required AP exam in May, the student will not be awarded the 8-point addition.

Any student who enrolls in an AP course must remain in the course until the completion of the course. Requests to drop an AP course must be approved by the Dean of Academics. Any student who drops an AP course due to failing grades will receive the notation W/F (Withdrawn/Failing) on the official transcript.

If a student enrolls in an Advanced Placement course for curriculum enrichment that is also a course offered at St. Pius X, then he/she may take the national AP exam at St. Pius X on the designated date and time in May for an additional, non-refundable fee billed through FACTS. Students in this situation who wish to take the national exam at St. Pius X must notify the Dean of Academics of their intent to take the national exam in writing by December 15th of the academic year.

Students not enrolled in an AP course at SPX or in an outside enrichment AP course that is also offered at SPX may not take the national AP Exam at St. Pius X or use the St. Pius X school code when registering for the exam.

### **AP Exams**

All students taking an Advanced Placement class are required to take a make-up AP exam at the scheduled time in May.

Students who are scheduled to take two exams on the same day at the same time will be allowed to choose which of these exams to take during The College Board's late-testing week.

Students who miss the AP Exam for any reason are required to take a **make-up** AP exam the third week of AP testing. Failure to do so will result in an 8-point deduction in the semester grade for that course. **In the event a student must make up an AP Exam, that student is responsible for informing the AP Testing Coordinator before the original testing time concludes; failure to do so will result in the Testing Coordinator being unable to order the tests, and the student will not receive the 8-point addition to the final course grade.**

If AP testing proctors identify a test that has been illustrated, defaced, “Christmas-treed,” or otherwise not taken seriously, the Academics Office and the subject teacher will be notified and the student will not earn the additional 8 points for their course grade.

### **AP Class Fees**

AP courses require a fee of \$100 per course for the AP exam, which is non-refundable after October 1st. In addition, any fees incurred due to students not taking scheduled exams, late exam ordering fees, or fees for returning of unused exams/exam make-ups will be charged to the students’ Facts Billing Accounts.

### **Limiting AP Courses: *Beginning with the Class of 2025***

Given the difficulty of AP coursework, St. Pius X requires that students limit their academic schedule as follows:

Freshman Year: one AP course

Sophomore Year: two AP courses

Junior Year: three AP courses

Senior Year: three AP courses (per semester)

This policy encourages students to seek a balance in their academics and extracurricular activities. In addition, St Pius X’s AP course load allows for less academic stress and anxiety so students can pursue their academic interests with greater focus, passion, and opportunity for enjoyment in these disciplines. Colleges are informed of St. Pius X’s AP Course Caps through the Counseling Department’s “St. Pius X Profile Sheet,” which is included as a part of the applying student’s application packet and which helps colleges interpret the performance and choices of our students. In other words, St. Pius X students are compared to St. Pius X students, not to students from other schools with respect to the number of AP courses chosen and successfully completed.

During course registration, students may petition for a fourth AP course as a rising junior or rising senior. The criteria for contingent approval are as follows (and are based on course availability):

1. The student has maintained a 95% weighted average during the current school year, including the present semester. Tentative approval will be granted during course selection.
2. As a rising junior or senior, the student has taken a total of four courses, in any combination, at the following levels during the current academic year:
  - a. Any AP Course(s)
  - b. Any Honors Course(s)
  - c. The third or fourth year of a language unless the additional AP course for which they are petitioning is a World Languages AP course.
  - d. Must have completed the Fine Arts requirement of ½ credit, unless petitioning for an AP Fine Arts course or currently enrolled in a Fine Arts course which will fulfill the ½ Fine Arts credit requirement.

Students meeting the required criteria for petition for an additional AP course will then obtain the application for additional AP courses and complete the form to submit to the Dean of Academics.

## **GRADES**

### **Grade Scale**

St. Pius X issues numeric grades to its students. The grade interpretations are as follows:

90 – 108	Excellent or superior work indicating a high level of mastery of materials or skills as indicated by the objectives of the course.
80 – 89	Above average work and mastery of materials or skills.
74 – 79	Average work or mastery of the materials or skills.
70 – 73	Passing, but indicates either a deficiency in mastering some required materials or skills, or a lack of application on the part of the learner.
Below 70	Failure to minimally meet the fundamental objectives of a course.
INC	Incomplete

If work is not completed within two weeks after the semester ends, the Incomplete becomes a numeric grade. In extenuating circumstances, a student may appeal for a time extension to a committee composed of the Dean of Academics and the Dean of Students.

### **Access to Grades**

The PowerSchool Parent Portal is a web-based application that allows parents and students timely access to academic information. Parents and students are able to view student schedules, attendance/discipline information, and teacher comments. Additionally, results of tests and assignments can be seen as soon as they are recorded, enabling quick intervention and communication with teachers and, if necessary, the student's counselor.

A link to the Parent/Student Portal has been provided on the St. Pius X website.

PowerSchool access may be limited, or turned off completely, at the end of each semester. This encourages students to focus on academic matters such as tests, projects, and/or exams. Teachers are not required to communicate student exam results/final grades during this time.

PowerSchool access is often turned off in the summer for software maintenance. Notification will be given in advance of such shutdowns.

### **Honors/AP Course Grade Rigor Points**

Courses labeled "Honors" include a 4-point addition in the final numeric average provided this average is 70% or greater. Courses labeled "AP" include an 8-point addition in the final numeric average provided this average is 70% or greater.

No rigor points will be awarded in Honors or AP courses taken if the final raw grade is below 70%. Additionally, AP students who do not take the AP exam will not be awarded the extra points.

### **Level Change's Effect on Grades**

If it is determined to be in the best interest of a student to change levels in a course, the grades in the original course are retained and combined with the grades in the new course. It is the responsibility of the original teacher to give the grade from the original course to the new teacher at the time of the transfer.

### **Grade Reports**

First semester report cards will be uploaded to the PowerSchool Parent Portal shortly after the second semester begins and grades have been finalized. Second semester report cards will be uploaded to the PowerSchool Parent Portal in early June after grades have been finalized. Parents will receive an email once report cards have been uploaded to PowerSchool. Grade reports remain archived and accessible in the Parent Portal for the duration of the student's enrollment.

### **Deficiency Notices**

Deficiency Notices will be run on or about the Friday of the ninth week of each semester to any student with a grade of 73 or below in any class. An email notification will be sent to the Parent Email account for the student, and a hardcopy notice will be sent via the US Postal Service to the student's home address.

### **Parent-Teacher Conferences for Deficiencies**

Official Parent/Teacher conferences are only for students with deficiencies and are held in the fall by appointment only. Please contact your student's teacher(s) if a meeting is desired before or after the official fall conference date. Information about dates/times will be distributed with the deficiency notices.

### **Academic Probation Monitoring**

Students on Academic Probation will report to an Academic Advisor every Thursday afternoon for the entire semester. Grades will be monitored in three-week intervals, but the students will not be released from fall advisory meetings until the January report card becomes available and/or from spring advisory meetings until the June report card becomes available.

If students are also on Discipline Contract, those students will be assigned the same advisor/counselor for both academic and behavioral concerns. These students will be reviewed at the end of the school year to determine if continued enrollment at St. Pius X is advisable.

Students who are placed on Academic Probation for two semesters are liable for dismissal from St. Pius X.

**Students who continue to fail the same course for two consecutive semesters are liable for dismissal from St. Pius X.**

### **Make-Up Work/Tests Following Absence**

Some absences cannot be avoided. However, students must realize that regular attendance, diligence, and application to study contributes to the students' success in academic endeavors. Even excused absences often result in lower grades for absent students because nothing can replace students' presence in class for learning and school achievement. Parents have access to attendance, conduct, and grades through the PowerSchool Parent/Student Portal. If parents have questions following a review of absences or conduct via the PowerSchool Parent/Student Portal, please contact the Dean of Students for clarification.

Students are afforded the opportunity to make up tests and/or quizzes missed as a result of at least one or more full day's excused absence from school. These tests must be completed at the discretion of the teacher or within three (3) school days of the absence.

For students who miss work due to unexcused absences or suspensions, tests and assignments that are due on the day of the absence or suspension become due on the day the student returns.



Teachers are responsible for providing the tests and test administration locations. Students are responsible for arranging the necessary appointments. In all cases the teacher ultimately determines the time when the test is to be taken.

In the case of a student with a prolonged illness, the Academics Office will determine the time extension for making up tests. It is the student's responsibility to contact the Dean of Academics upon his/her return to school.

### **Medical Leave of Absence as related to Academics**

In the case of a student with a prolonged absence (medical or psychological) of 20 absences from one class or 15 consecutive days, the Academics Office may request a withdrawal from St. Pius X. Criteria for re-enrollment may be established so that the student may return the following semester or academic year. In the case of fewer than 20 absences from one class or 15 consecutive days, the Academics Office will determine the time extension for making up assessments.

Because teachers are not required to reteach subject matter that has been missed, it is recommended that parents procure a tutor for their student's extended absence for all missed classwork. Until missed assignments are received by the teacher, students will receive a grade of "0" for all missed work which is not made up. Once assignments are submitted, they will be graded and the student will then receive a grade for the assignment(s). It is the student's responsibility to contact the Dean of Academics upon his/her return to school.

### **Transfer Grades – Incoming Upper-class Students**

Transfer students who are new to St. Pius X will have courses from the previous school listed on the SPX transcript. Credit toward graduation will be awarded, but the grades will not be calculated into the student's cumulative GPA.

Letter grades will be converted to numeric grades according to the following:

A+	98	A	95	A-	92
B+	88	B	85	B-	82
C+	79	C	77	C-	74
D+	73	D	72	D-	71
F	69				

SPX reserves the right to administer final exams to students for the purpose of placement and/or acceptance of course credit.

### **Transfer Grades – Incoming Freshmen**

High school level courses taken prior to the first semester of freshman year will not be included on the transcript, will not receive credit towards graduation, and will not be included in the GPA calculations. Students may be given placement exams to ensure correct leveling with respect to these prior courses.

### **National Association for College Admission Counseling (NACAC) Membership**

As a member of the National Association for College Admission Counseling (NACAC), St. Pius X supports its "Statement of Principles and Good Practice" and has agreed to comply with both the intent and spirit

of colleges, universities, and secondary schools that comprise that organization in reporting disciplinary situations. Therefore, St. Pius X will require that students truthfully and accurately answer questions posed by certain colleges regarding probations, suspensions, dismissals, expulsions, and other Honor Code and disciplinary violations. The Counseling department will notify colleges of any significant changes in a student's academic or personal status. Upon a second offense, colleges will receive information about any change of status that results from the second incident (including, but not limited to, suspension, expulsion, change of school, etc.)

### **Credit Recovery**

Registration for credit recovery courses must have the approval of the Dean of Academics and Principal prior to enrollment. Students may register for no more than three (3) semester courses (or 1.5 total credits) for credit recovery over the current academic year. **Students who fail more than three courses in one academic year will be dismissed from St. Pius X Catholic High School.**

For individuals and their families who need assistance with the registration process for credit recovery, a Credit Recovery Coordinator will be available to assist. Credit Recovery information options will be made available after the student has failed a course. St. Pius X does not offer credit recovery or summer school. It is the responsibility of the family to research, register and pay for credit recovery, regardless of the option selected. It is also the responsibility of the family to ensure that the Registrar of St. Pius X receives an official transcript upon successful completion of the course(s). Credit recovery courses must be equivalent to courses offered at St. Pius X and as such requires prior approval to ensure the appropriate course is taken. If the student does not successfully complete a credit recovery course, the student will not receive a course schedule nor be allowed to start classes for the new school year. A withdrawal from St. Pius X will be required since all students starting a new school year must be in good academic standing and be on track for graduation.

Students who enroll in a distance learning program for credit recovery must earn a grade of "C" or better, based on the stated St. Pius X grading scale listed below, in all coursework in order to receive credit from SPX. Students who do not successfully earn a "C" or better in a distance learning course may submit the final grade for administrative review; administration reserves the right to refuse to award credit for any such course.

All original grades are posted on the student transcript, even if the course is retaken.

Grades earned for credit recovery will be identified as such on the student's cumulative record. Letter grades will be converted to a numeric value according to the following table, and this grade will be included in the student's cumulative GPA. Credit recovery grades will not be used in any academic award calculations.

A+	98	A	95	A-	92
B+	88	B	85	B-	82
C+	79	C	77	C-	74
D+	73	D	72	D-	71
F	69				

Failure to recover credit and provide verification of successful completion of all needed credit(s) by August 1 of the following academic year results in a student being “off-track” to graduate and therefore subject to dismissal.

**NOTE:** Graduating seniors who wish to participate in graduation exercises **MUST** successfully recover required credits and provide verification of completion by the conclusion of spring semester senior exams in order to participate.

### **HOPE Rigor Courses**

Per the Georgia Student Finance Commission:

For the High School Graduating Class of 2017 and beyond, a student meeting the requirements to be a HOPE Scholar at the time of high school graduation must earn a minimum of four full credits from the academic rigor course categories [*advanced math, advanced science, foreign language courses, Advanced Placement courses in core subjects*] prior to graduating from high school.

SPX requirements assure a student of graduating with five rigor courses, which exceeds the HOPE Scholarship minimum, before including any AP courses.

- Math — one (all grade 11 and 12 courses are rigor courses)
- Science — three (Biology, Chemistry, Physics)
- World Languages — one (all Level 2 and above are rigor courses)

### **FINAL EXAMS**

#### **Final Exams: General Information**

Most academic courses have a final exam each semester. This must count no less than 10% of the final grade and no more than 20% of the grade. The percentage will be determined by the department and listed in each course syllabus.

#### **Final Exams Schedule (Fall Semester)**

All core courses for all grades administer final exams **the last four days of the fall semester.**

- The final exam days are classified by subjects assessed; each day will host two 90-minute exam periods.
- Schedules are provided from the Academics Office prior to the final exams period.
- Students who are not required to attend a particular subject exam time are not required to be on campus.
  - EXAMPLE 1: A freshman student is not in a Social Studies class; that student does not need to be at school during the Social Studies time period.
  - EXAMPLE 2: A senior student is not in a World Language class; that student does not need to be at school during the World Languages time period.
- Students will be dismissed from school following the conclusion of the second exam, approximately 12:00 p.m.
- Students must leave campus once their exam(s) are complete, under the direct supervision of a coach or a club moderator.
- The schedule below describes the general time frames for the final exam four-day period:

	Day One	Day Two	Day Three	Day Four
8:00-9:30 a.m.	Subject final exam	Subject final exam	Subject final exam	Elective Exams I
9:30-10:15 a.m.	Student break	Student break	Student break	Student break
10:15-11:45 a.m.	Subject final exam	Subject final exam	Subject final exam	Elective Exams II
11:50-12:00 p.m.	Student dismissal from campus			

### Final Exams Schedule (Spring Semester: Underclassmen [Grades 9-11])

All core courses for grades 9-11 administer final exams **the last four days of the spring semester.**

- The final exam days are classified by subjects assessed; each day will host two 90-minute exam periods.
- Schedules are provided from the Academics Office prior to the final exams period.
- Students who are not required to attend a particular subject exam time are not required to be on campus.
  - EXAMPLE 1: A freshman student is not in a Social Studies class; that student does not need to be at school during the Social Studies time period.
  - EXAMPLE 2: A junior student is not in a World Language class; that student does not need to be at school during the World Languages time period.
- Students will be dismissed from school following the conclusion of the second exam, approximately 12:00 p.m.
- Students must leave campus once their exam(s) are complete.
- The schedule below describes the general time frames for the final exam four-day period:

	Day One	Day Two	Day Three	Day Four
8:00-9:30 a.m.	Subject final exam	Subject final exam	Subject final exam	Elective Exams I
9:30-10:15 a.m.	Student break	Student break	Student break	Student break
10:15-11:45 a.m.	Subject final exam	Subject final exam	Subject final exam	Elective Exams II
11:50-12:00 p.m.	Student dismissal from campus			

### Final Exams Schedule (Spring Semester: Senior Core Subject Exams)

All core courses for seniors administer final exams the last three regular school days of the spring semester.

- The final exam days are classified by subjects assessed; each day will host two 60-minute exam periods.
- Schedules are provided from the Academics Office prior to the final exams period.
- Students who are not required to attend a particular subject exam time are not required to be on campus.
  - EXAMPLE 1: A senior student is in an AP English class that does not host a spring final exam; that student does not need to be at school during the English core exam time period.
  - EXAMPLE 2: A senior student exempted the spring final exam for Math; that student does not need to be at school during the Math time period.

- Students will be dismissed from school following the conclusion of the second exam.
- Students must leave campus once their exam(s) are complete.

### **Early Administration of Final Exams**

Due to test security, *students are not permitted to take final exams before the scheduled dates*. A student who misses a final exam will have to make arrangements for making each exam up with the Dean of Academics.

### **Make-Up Exams**

If a student is seriously ill during the exam period, he/she will make arrangements with the Dean of Academics to make up these exams.

### **Exam Exemptions for Seniors**

- All exemptions are at the discretion of the teacher/department chairperson. Please refer to the individual class syllabus for full details.
- Seniors may lose the exemption privilege if their absences exceed 10 sessions per course, per semester. Please refer to the Attendance section of this handbook for further details.

## **TRANSCRIPTS**

### **Transcript Requests**

Current students should contact the Guidance Office for transcripts related to college/scholarship applications. The Guidance Office sends a final official transcript to the student's college of record following graduation. NCAA eligibility transcripts are also handled through the Guidance Office.

All other transcript requests should be directed to the Registrar.

### **Student Records**

Per The Family Educational Rights and Privacy Act of 1974 ( FERPA), parents have a right to review their student's educational records. In order to request a review of your student's educational records, please contact the Academics Office to request an appointment. Please allow the Academics Office a minimum of 48 hours to respond to your request and set up an appointment for review of the records. Archdiocesan policy requires that review of all educational records are accompanied by an authorized member of the Academics Office or the Principal's Office.

### **Credit Awarded**

One half-credit is awarded for each semester of work successfully completed.

Students may take no more than one non-credit course per academic year. Work Study will replace one semester of elective credit.

Once the academic year has started, courses may be dropped ONLY when the Dean of Academics deems this action advisable. In these cases, the course will be listed on the student's transcript and a "WF" (Withdrawal-Failing) or "WM" (Withdrawal-Medical) will be recorded. This applies to both core and elective courses.

### **Graduation**

Graduation requirements are stated in terms of "credits earned." Students are required to complete 24 credits in the required courses outline in the Graduation Requirements; to take at least six graded courses



each semester; to take courses in the appropriate sequence (e.g., Biology, then Chemistry, then Physics); and to pass all courses taken at St. Pius X Catholic High School.

Only students who have fulfilled both academic and Works of Mercy graduation requirements will be permitted to participate in the graduation exercises. Seniors who reach their May graduation date needing more than three course credits (to be completed in summer school or an alternate setting) will not receive a St. Pius X diploma.

Students who fail to earn the minimum credit requirement in eight semesters and four summer school sessions may be granted one additional year to make up their unearned credits. If the student does not earn the required credit during that time, they will be ineligible for a St. Pius X diploma. With the exception of Theology courses, all failed coursework must be taken outside of St. Pius X, and credit will be transferred to the school.

Graduating seniors who wish to participate in graduation exercises must successfully recover the credits required and provide verification of successful recovery by the conclusion of spring semester senior exams in order to participate.

### **Class Rank**

Grade Point Averages are recorded numerically on semester end report cards and transcripts based on a 100-point grading scale and a 5.0 grading scale. St. Pius X does not rank students.

### **AWARDS**

#### **Academic Awards**

GPA's are not rounded when determining academic awards levels. Grades from credit recovery courses are not factored into academic award calculations.

The following awards are given each semester:

**President's List:** Students with a 95.00 average for the semester who have no individual grade lower than a 95

**Principal's List:** Students with a 95.00 average for the semester with no individual grade lower than a 90

**Deans' List:** Students with an average between 90.00-94.99 with no individual grade lower than a 90

**Honor Roll:** Students who achieve a grade point average of 90.00 or higher for the semester but do not qualify for the President's List, Principal's List or the Deans' List

#### **Graduation Medals**

Seniors may earn medals they can wear with their graduation regalia, based on their academic accomplishments in their first seven semesters at St. Pius X Catholic High School. The following medals are awarded based on the criteria listed:

- Gold Medal: This is given to seniors who have made the President's List at least seven semesters.
- Silver Medal: This is given to seniors who have made the Principal's List at least seven semesters.
- Bronze Medal: This is given to seniors who have made the Dean's List at least seven semesters.
- Rounding Down: If a senior has earned less than seven semesters of a particular "list" and has earned distinction from a lower list, then the senior will earn the medal for the next lower list.
  - EXAMPLE: A student makes the President's List for six semesters and the Dean's List for one semester; that student would receive a Silver Medal for the Principal's List.
  - NOTE: No medal will be awarded to students who do not make one of the distinction lists for seven semesters at St. Pius X.

### Senior Pins

Seniors will earn recognition pins for achieving any mix of President's, Principal's, and/or Dean's list for at least five semesters during their time at St. Pius X, which are delivered to the students with a congratulatory note. Seniors may wear these pins with their graduation regalia

### Diploma Seals

- **Biliteracy Diploma Seal:** Students who maintain a 3.0 or above in all their English classes as well as earned a 4 or higher on a World Language AP examination are eligible for the Seal of Biliteracy.
- **Fine Arts Diploma Seal:** Students who complete 8 consecutive semesters of Fine Arts Credits, with at least 6 being in one Fine Arts pathway (i.e. Band, Chorus, Dance, Guitar, Music Production, Theatre, or Visual Arts) are eligible to receive a Fine Arts Diploma Seal. Students must complete the above course of study in addition to the completion of a capstone project their senior year. Students who complete all of the requirements will receive a seal for their diploma, a special distinction on their final transcript, and a Fine Arts cord for their graduation regalia. Any questions should be directed towards the Fine Arts department chairperson.

### Valedictorian/Salutatorian

St. Pius X will recognize at commencement the Valedictorian and Salutatorian who are the graduating seniors with the highest cumulative grade point averages. These students are named after the grades are finalized for the first semester of senior year.

Only courses taken at St. Pius X Catholic High School will be considered for Valedictorian/ Salutatorian selection. Valedictorians, salutatorians, and any other student speakers/performers must have exemplary attendance and behavioral records as determined by the administration at its sole discretion.

Due to the fact that students enrolled at St. Pius X must complete Works of Mercy in order to be eligible to graduate, and due to the fact that St. Pius X has no control over course offerings or rigor from other schools, students who have not been at St. Pius X since the first semester of their freshman year are ineligible to be considered for Valedictorian or Salutatorian.

### Departmental Awards

Every academic department honors students on each grade level for Outstanding Achievement. Special departmental awards may also be given.

### College Book Awards

These books given on behalf of the school and the participating colleges honor juniors for scholarship, leadership, and involvement.

### STAR Student

This award honors the senior who leads the class on the basis of the SAT and academic achievement.

### Cornelius L. Maloney Award

This award is given to the two seniors who have demonstrated the highest academic achievement. The Valedictorian and Salutatorian must be enrolled at St. Pius X for at least seven consecutive semesters.

### Father James Harrison Principal's Award

This award is presented to students who exemplify to a very high degree the qualities which are the essence of Father Harrison's vision and are truly representative of the ideals of St. Pius X. Simply stated, they are good people who represent the best of their class and this school.

## **PARTICIPATION IN ATHLETICS**

### **GHSA Requirements**

The **Georgia High School Association (GHSA)** regulates the extra-curricular activities of students in Georgia's public and private high schools. As stated in the GHSA Constitution and By-laws, Section 1.51, in order to be eligible to participate, practice and/or in interscholastic activities, a student must be academically eligible.

Eligibility for activities regulated by **GHSA** includes earning (with a passing grade) 2.5 Carnegie Units per semester as well as earning a prescribed number of counting-toward-graduation credits by the end of each school year to be able to participate the following school year. For more information, see <https://www.ghsa.net>. Please refer to pages 17-18 of the GHSA constitution and by-laws

**Important note: The units that must be earned to be eligible for GHSA-sanctioned activities are listed below:**

By the end of Grade 9	Five (5) Carnegie Units of credit
By the end of Grade 10	Eleven (11) Carnegie Units of credit
By the end of Grade 11	Seventeen (17) Carnegie Units of credit

Credit Recovery grades are not posted until the first semester of the following school year, which could delay eligibility.

### **NCAA Requirements**

Students who plan to participate in athletics in college at the NCAA Division I or Division II level must be certified by the NCAA Eligibility Clearinghouse. The Counseling office or the Athletic Director can provide information pertinent to eligibility requirements. However, it is the student's responsibility to meet all of the requirements. See the NCAA website for info: [NCAA.org](http://NCAA.org).

## **Attendance Policies and Procedures**

### **Attendance Policies & Procedures**

- Attendance Office Check-In/Check-Out
- Attendance Procedures
- Excused vs. Unexcused
- Attendance and Excessive Absences
- Attendance Review
- Continued Excessive Absences After Board Review
- Tardiness and Its Relation to Absences
- Absence Records

### **Teenage and Adult Driver Responsibility Act (TADRA)**

### **Other Circumstances Regarding Absences from School**

- Funerals
- Parents Out of Town
- Effect of Absence on Activity Participation
- Absence Due to Field Trips and School-Related Functions
- Absence Due to Service Opportunities

## ATTENDANCE POLICIES & PROCEDURES

### To Report Absences:

404-636-3023, ext. 228

attendance@spx.org

### Attendance Office Check-In/Check-Out

Any time a student leaves school or returns to school during school hours, he/she must report to the Attendance Office. Any student who does not sign in at the attendance office when arriving late to school or sign out at the attendance office when leaving school early will receive a detention.

- **Early Dismissal**

Students who anticipate having to leave school early must present an original written request (emails and faxes will not be accepted) from their parent or legal guardian to the Attendance Office before the end of the first period. It should be dated, should state the reason for the early dismissal, who will be picking up the student, and should include a phone number for verification purposes. All early dismissals must occur prior to 2:30 p.m. and will NOT be granted after that time. The excused students must sign out immediately before leaving school and sign in if they return before the end of the school day. If a student fails to bring a note to school for early dismissal, the student's parent must appear before the attendance secretary personally to sign out their student.

- **Study Hall Early Dismissal Privilege**

Juniors & seniors may leave at the end of 7th period if they have an assigned study hall for 8th period. A permission slip for early departure signed by the parents must be on file with the attendance office and may be obtained during the first week of each semester from the attendance office. Students must sign out in person and must not loiter or be in the parking lot, school buildings, or other facilities on the days they exercise their early dismissal privilege. Parents may rescind this privilege in writing at any time. The Deans of Students may review this privilege based on academic or disciplinary concerns or other abuse of the privilege.

### Attendance Procedures

In the event of a student's absence, parents must telephone the Attendance Office at the number above between 7:45 and 9:00 a.m. *In addition, students returning to school following an absence must present a written explanation of the absence from their parents or guardians. It should be dated, contain the dates of the absence and the reason for the absence. It should include a phone number of a legal guardian/parent for verification purposes no later than 8 a.m. on the day of return.* The attendance secretary will file all absence notes in the central office and make the appropriate annotation in PowerSchool.

The school determines the legitimacy and classification of all absences; absences are divided into two categories:

### Excused vs. Unexcused Absences

- **Excused absences:**

- **Informed/Planned Excused Absence (Known/Planned Future Absences and College Visits):** An informed absence will be recorded as "excused" for occasions when a future absence is planned and the appropriate Informed Absence paperwork has been submitted. These absences may include but are not limited to:

- Planned family events
- Funerals
- Medical appointments
- Court summons
- College visits
  - If a college visit is requested, but not yet confirmed by the college, Informed Absence paperwork must be completed in advance in order to have an excused absence.
  - If the college visit does not occur at the requested time, no penalty will be incurred for the change in attendance.

- Informed absences specifically for college visits will not be approved as an excused absence during the following times: class pilgrimages and the week prior to or during final semester exams.
- *Permission must be requested in writing by the parent or guardian to the Attendance Office as far in advance as possible. Please include the requested dates of absence and the reason for the absence.*
- Letters from organizations or other entities other than parents/guardians will not be accepted.
- Telephone excuses from parents on the day of departure will NOT be honored; the student's absence will be recorded as unexcused. Keep in mind that unexcused absences directly affect credit for all graded coursework during the time of the unexcused absence.
- In addition to advanced written notification, the Informed Absence form must be obtained from the attendance office and a signature and grade from each teacher must be secured. This completed form must be approved by the Dean of Students before an excused absence will be granted.
- For any informed absence, the student must take responsibility for make-up work as outlined in the course syllabus(i) and must schedule a time with the teacher(s) to make up all missed tests and quizzes. It should be noted that some class work/assignments/tests/quizzes must be completed in advance of the informed absence. Credit will be given based on completed work.
- Informed absences may not be granted for final exam days.
- Due to the need for test security, no final exams may be given before regular exam dates.

○ **Unplanned Excused Absence**

- Provided written documentation is presented to the Attendance Office, an unplanned absence will be recorded as an "excused" absence for:
  - illness
  - a death in the family,
  - a medical appointment, or
  - a court summons.
- *A physician's statement will be required for absences of 5 days or longer due to illness/surgery.* This ensures that the school has the necessary documentation for academic credit and is in compliance with the laws of the State of Georgia.
- It is the responsibility of students to make-up work as outlined in the course syllabus(i) and to schedule a time with the teacher(s) to make up all missed tests, quizzes, projects, assignments, or homework. The time limit for completion of make-up work will be determined by the teacher's syllabus. The teacher is the person who sets the day and time of tests. Credit will be given when work is completed.

● **Unexcused Absence**

- An unexcused absence is recorded when appropriate paperwork has not been completed in advance (see "Informed Absence" above) or when no valid reason can be given for the absence.
- The school does not condone or sponsor any form of "skip day." Individual or collective skip days will be designated as an unexcused absence. For any rumored skip days, a physician's note with a diagnosis may be requested in order for a student to receive an "excused absence" notation.
- Tests and assignments must be completed per each teacher's syllabus. For all *unexcused* absences the recorded grade is computed as 69% of the actual earned grade.



- At St. Pius X, annually, students participate in a Class Pilgrimage. Each pilgrimage is an integral part of the overall Catholic formation program at St. Pius X. Therefore, attendance at the pilgrimage is mandatory. Students should not schedule a doctor's appointment, college visit, vacation, etc. on their scheduled pilgrimage day. Absences on these days are unexcused. In the event of inclement weather or other factors, and the pilgrimage must be postponed, students will have a normal school day and students are expected to be in class and prepared for class.
- Field Day counts as a regular school day, and absences on Field Day are unexcused.

### **Attendance and Excessive Absences**

St. Pius X Catholic High School is expected to provide the number of days of instruction set by the State of Georgia and required by the Archdiocese of Atlanta, and the Secondary Association of Independent Schools (SAIS). Additionally, St. Pius X Catholic High School believes that student attendance is vital for students to fully benefit from the educational experience it provides. Therefore, students are allowed **10 non-school related absences per class per semester**.

- If a student accumulates more than 10 absences, *regardless of the reasons*, the student will be subject to an Attendance Review.
- Students who miss more than 50% of a class period for a non-school related event will accrue an absence to that class; this absence will count against the 10-absence quota.
- School-related absences, such as field trips or absences with a St. Pius X athletic team, do not count against the above-mentioned 10 absence quota.
- College visits, non-SPX athletic events, and all other absences count toward the overall attendance quota, so families should plan accordingly.

### **Attendance Review**

The purpose of an Attendance Review is to determine the necessary action to be taken in order to maintain the educational integrity of St. Pius X and to ensure the best possible educational experience for the student when a student has accrued more than 10 absences in at least one course. The review is conducted by an Attendance Review Board that is composed of the Dean of Academics, one of the Deans of Students, and a representative from the Counseling Department. The Board will review the circumstances regarding the excessive absences and make a recommendation to the school's principal for the student's credit in the course(s) that have accrued the absences and other appropriate consequences.

The Board will recommend one of the following decisions:

- Credit granted pending appropriate make-up of work missed.
- Credit denied:
  - The student will be withdrawn from the course, noted on the transcript as WF (Withdrawal Failure) or WM (Withdrawal Medical), depending on the circumstances.
  - The student will be moved into the credit recovery process with one of the credit recovery coordinators for the remainder of the semester if it is not a Medical Withdrawal circumstance.
  - The student will be required to recover course credit through credit recovery.
  - In the case of a Medical Withdrawal, the school requires verification from an appropriate medical authority. See details concerning Medical Withdrawals below.
- Additionally, senior students who appear before the Attendance Review Board risk not being allowed to exempt final exams.

The Board makes recommendations to the principal, who can uphold the decision, overturn the decision, or ask the Board to review the matter further. The principal's final decision is made in writing to the family.

All appeals must in turn be made in writing to the school's principal within ten days of the family's written notification of the consequences.

### **Continued Excessive Absences After Attendance Board Review**

As stated above, students will go through the Review Board process after 10 class absences. However, if a student misses more than 20 class sessions in a particular course in one semester, the student will then risk being withdrawn from the course and having credit denied. In this circumstance, a student will receive the proper WF (Withdrawal Failure) or WM (Withdrawal Medical), depending on the circumstances surrounding the absences.

### **Tardy to School**

St. Pius X seeks to develop in students the habit of being on time for all of their classes.

- At St. Pius X, classes begin promptly at 8:00 a.m. Monday through Thursday.
- Friday's start time is 8:40 a.m. except when an 8:00 a.m. start is noted on the school calendar or announced as a change of schedule.
- When a student is tardy for any reason, please follow the procedure below:
  - Students who arrive late to school because of car problems, doctor appointments, illness, etc. must have a note from a parent or guardian which should be given to the attendance office when they check in, or the parent may call the Attendance Office and leave a voice mail or send an email to [Attendance@spx.org](mailto:Attendance@spx.org) explaining the student's tardiness by the end of the school day.
  - Without timely receipt of notification of tardiness, a detention will be issued and enforced.
- **Excessive tardiness to school:**
  - Once a student reaches 7 tardies to school in a semester, each successive tardy will result in a detention.
  - These detentions will be issued regardless of whether or not it is "excused."

### **Tardy to Class**

- When a student is late to class without a valid reason and a written pass, they should expect to receive a detention from their teacher or be referred to the Deans of Students.
- Based on the situation, the Deans will determine whether or not the student is skipping all or any part of the class.
- If the Deans determine that a student skipped class, the student will receive 3 detentions.

### **Absence Records**

Parents have access to attendance, conduct and grades in the Powerschool Parent/Student Portal through the St. Pius X website, [www.spx.org](http://www.spx.org). If you still have questions following your review of Powerschool Parent/Student Portal, please contact the Dean of Students for clarification.

### **Teenage and Adult Driver Responsibility Act (TADRA)**

Effective April 16, 2015, all students must have a certificate of enrollment in order to obtain a driving permit or license. For more information, please refer to Georgia DOE's [Implementation Guidelines for Teenage and Adult Driver Responsibility Act](#).

### **Other Circumstances Regarding Absences from School**

#### **Funerals**

When leaving school to attend a funeral (other than the funeral of a family member-see informed absences), students must present a written excuse from a parent on the day of the funeral. Students may not drive other students to a funeral unless written permission is received in the attendance office from the passenger's and driver's parents prior to the funeral.

#### **Parents Out of Town**

When parents are going to be out of town, the Attendance Office requires a note telling how parents can be reached and who is responsible for the student in the parents' absence. The information may be used to verify attendance or to assist the school in case of medical or other emergency.

**Effect of Absence on Activity Participation**

Students who have missed four or more class periods because of illness or an unexcused absence may not participate in or attend any extracurricular activity that day. In the case of an informed or an excused absence, the Dean of Students will determine the legitimacy of a student's request to participate. Documentation such as a doctor's note or court summons may be required.

**Absence Due to Field Trips & School Related Functions**

Students who miss class to participate in any school sponsored field trips, athletic events, fine arts events, or other school-related functions are responsible for making up assignments, tests, etc. per the teacher syllabus.

**Absence Due to Service Opportunities**

Absences will not be approved and credit will not be given for other individual service projects requiring time away from the school day. Students are to complete their Works of Mercy service requirements outside of the regularly scheduled school day. The only exception to this will be for school-sponsored service projects such as the annual mission trips or March for Life. Please refer to the [Campus Ministry](#) page of the St. Pius X website for further information.

## **Business Office Policies & Procedures**

**Tuition and Incidental Fees**

**Delinquent Accounts**

**Payment of Tuition**

**Financial Aid**

**Scholarships**

**Work-Study Policy**

**Continuous Enrollment**

**Withdrawals**

**Notice of Exemption**

### **Tuition and Incidental Fees**

Tuition is established annually as part of the budget process and posted on the school website. Parents are expected to keep their tuition payments up-to-date. All outstanding tuition must be settled by the last day of school.

St. Pius X Catholic High School uses FACTS Tuition Management to collect tuition and incidental fees. All families must participate in the FACTS Program.

### **Delinquent Accounts**

Access to the PowerSchool Parent/Student Portal (including access to grades) will be restricted for any student whose account is not current. All academic records and transcripts will be marked incomplete for students with outstanding tuition due. This policy is inclusive of students who are applying to colleges and universities and it may affect their application and admissions.

All current seniors must have their accounts paid in full in order to receive their Baccalaureate & Graduation tickets.

All rising seniors, rising juniors, and rising sophomores must have their accounts paid in full in order to continue enrollment. These students will not receive their class schedules for the following school year until their prior year balance is paid in full.

### **Payment of Tuition**

The school will refund prepaid tuition on a prorated basis. A student enrolled one day or more during a month is considered enrolled for the entire month.

If a student withdraws voluntarily or involuntarily for any reason, the family will be responsible for the following percentage of yearly tuition:

Prior to June 30	0%
July 1 – July 31	10%
August 1 – September 30	30%
October 1 – December 31	60%
January 1 - March 1	80%
After March 1	100%

Incoming students are required to make a non-refundable deposit of \$1,000. Of this deposit, \$700 is applied towards tuition and \$300 is applied to a registration fee.

### **Financial Aid**

A limited amount of money for tuition work study is provided annually. Applications must be received each year by a designated deadline, which will be communicated during the school year well in advance of the due date (early March). Applications received after the designated deadline run the risk of receiving a substantially reduced amount of financial aid than what may otherwise be awarded. The families of students applying for financial aid pay the cost of processing the application. No aid is given unless the application is completed and submitted as instructed. Applications are then reviewed by the Financial Aid Committee at St. Pius X which determines the amount, if any, that can be awarded to each student. The maximum amount of financial aid awarded is 70% of the active Catholic tuition rate. Families may appeal their financial aid award by following the Financial Aid Appeal Guidelines, which may be obtained from the Assistant Business Manager of Student Accounts.

### **Scholarships**

St. Pius X provides need-based scholarships funded with earnings from its endowment funds. The endowment funds include scholarships created by individuals as well as parent organizations. All scholarships are need-based grants and are awarded in conjunction with financial aid.

### **Work Study Policy**

Any work study student who does not conscientiously complete his/her commitment will be removed from the Work Study program and will have his/her monies rescinded. Students may also be removed from the Work Study program for excessive disciplinary issues. Once a student has been dropped from the Work Study program, the student will no longer be eligible to participate in the program in the future.

### **Continuous Enrollment**

All current students will be automatically enrolled for the following school year. However, continued enrollment of the student is subject to the account balance being paid in full by the end of the school year and the student observing all school rules as set out in the school handbook including but not limited to general behavior, academic performance and attendance as further stated in the section: "Regulations for Student Conduct" of this handbook. A non-refundable enrollment fee of \$300 per student is charged to the family's FACTS account. Each May, families must complete the Annual Data Update (ADU) of their enrollment information in PowerSchool by the stated deadline. If a family does not complete the required forms by this deadline, the family will be charged a late fee and the student grades and schedule will be withheld until the new school year begins.

### **Parish Verification Forms**

In order to receive the Catholic rate of tuition, each family must submit a new parish verification form annually. If a new parish verification form is not submitted by the published due date for the upcoming school year, per Archdiocesan policy, the Non-Catholic rate of tuition will be charged.

### **Withdrawals**

To officially withdraw from St. Pius X Catholic High School, a Transfer of Records form must be obtained from the Registrar. The Library, Bookstore, Clinic and Business Office must certify that the student account is clear. Final and official transcripts will be transferred to other schools when all accounts have been paid in full and upon completion of the Transfer of Records form. The student's discipline summary letter will reflect the details of the departure ("withdraw while neither suspended nor expelled," "withdraw pending a hearing," "withdraw while suspended," "withdraw following a hearing," or "expulsion").

### **Student Accident Insurance**

Pursuant to Archdiocesan Policy #5340, Secondary Accident Insurance is provided for all students of St. Pius X Catholic High School. In the event that a student is injured on campus during school hours or participating in extracurricular activities representing St. Pius X (i.e. athletics, robotics, etc.), an accident report and insurance forms will be provided to the legal guardians of the student. This insurance is secondary to the primary insurance and will cover out of pocket expenses after deductibles are met.

### **Notice of Exemption**

St. Pius X Catholic High School is not a licensed child care facility. This school is not required to be licensed by the Georgia Department of Early Care and Learning and this school is exempt from state licensure requirements.



# **BYOD Program; Computer, Internet, & Cell Phone Usage Policy**

## **Bring Your Own Device (BYOD) Program**

- Mandatory BYOD School
- BYOD Requirements
- Specifications
  - All Devices
  - Laptop Devices
  - Examples of Unacceptable Devices
- Support

## **Computer & Internet Usage Policy**

- Computer & Internet Policy-Guidelines for Acceptable Use

## **BYOD: Cell Phones & Other Electronic Devices**

- Conditions
- Conduct Related to BYOD Program

## **Cell Phones/Electronic Devices During Final Exams**

## **BRING YOUR OWN DEVICE (BYOD) PROGRAM**

### **Mandatory BYOD School**

St. Pius X Catholic High School is a mandatory Bring Your Own Device (BYOD) school. All students are required to provide their own approved device and bring it to class daily. The minimum requirements for the device are below.

### **BYOD Requirements**

We know that students will be more familiar with their own personal devices and will be able to take responsibility for ensuring they know how to operate their own devices in the classroom. Just about any new laptop, PC or Mac, is acceptable to use as are Chromebooks. The majority of students choose a laptop as their device. Please see the minimum specifications below.

Students will be expected to bring a device that allows them to access the web, take notes, and interact with an eTextbook (depending on the class) at the very least. In the same way a student is expected to bring his/her textbook to class, their device must also be brought charged and ready to use each day. While at school, students must connect to the SPX wireless network and will not be permitted to use cellular connections at school. Devices with this capability are not recommended as they can be used to bypass Internet filtering at school and at home.

We recognize that some students prefer to type their notes or write math problems on paper rather than using the stylus and inking feature that a tablet PC provides. This functionality does add cost to the price of the device. Therefore, those who are not using this feature may opt for a less costly device that still meets their needs.

If providing a suitable device will constitute a significant financial hardship for your family, please email [BYODhardship@spx.org](mailto:BYODhardship@spx.org)

### **Specifications**

The following are the minimum specifications for devices brought to school.

#### **All Devices**

- Ability to connect consistently to the wireless network
- Ability to operate normally on a daily basis (This includes battery, booting up, running without errors, and speed of use.)
- Students are expected to bring the device fully charged each day. If a device cannot maintain a charge throughout the school day, students should also bring their charger to school.

#### **Laptop Devices**

- Laptop Devices
- Processor - Intel i5, AMD Ryzen 5 or greater
- Memory - 8GB
- Windows laptops must run Windows 11
- Windows 2-in-1 combo laptop/tablet (with keyboard) is also acceptable
- Windows RT and Windows 11 S NOT acceptable.
- Mac (running MacOS 10.15 or higher) with Google Chrome browser installed
- Chromebook (running latest Chrome OS)
- Screen size of 10 inches or greater

### Examples of Unacceptable Devices

- Phones
- iOS (iPad) and Android tablets
- Amazon Kindles and Fire tablets
- Barnes and Noble Nooks
- Windows RT / Windows 10/11S Devices

### Support

Students who cannot access the school's BYOD network or who may have technical issues with their computer need to take care of these issues by working with the user's manual that came with the device or by seeking assistance from an authorized provider outside of school. Since these are not school devices, the school is not able to allocate resources to troubleshoot issues nor are we certified to make repairs.

### COMPUTER AND INTERNET USAGE POLICY

Computer equipment including Internet access is available to students, faculty, and staff on site at St. Pius X Catholic High School. We are very pleased to bring this access to our school community and believe the Internet offers vast, diverse, and unique resources to both students and teachers. Our goal in providing this service to teachers and students is to promote educational excellence in our school by facilitating resource sharing, innovation, and communication. No St. Pius X computer or computer equipment may be used in any manner that contradicts this goal.

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. It is impossible to control or even monitor all material on this global network, and any user may discover controversial and even offensive information. We (St. Pius X Catholic High School) firmly believe that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure material that is not consistent with the educational goals of our community. St. Pius X has implemented an Internet filter to try and protect our Internet users from any inappropriate content. However, not everything can be accounted for, and not every inappropriate site can be restricted; therefore St. Pius X has chosen to work with our students to identify inappropriate Internet activities and hold them responsible for their actions. All Internet activity may be monitored and logged.

The smooth operation of our computer systems relies upon the proper conduct of faculty, staff, students and all end users and adherence to strict guidelines. It is the purpose of this policy to summarize these guidelines and to ensure that all those who use St. Pius X computers and network do so in an appropriate manner. If a St. Pius X user violates any of these guidelines, his or her access could be terminated and disciplinary action may result.

In general, St. Pius X computer equipment should be used to enhance and expand the educational experience in accordance with our educational objectives. Users should show respect for others and honor their privacy and property. St. Pius X computers may never be used in a manner that would violate any laws, infringe on anyone's privacy or property, or cause harm to anyone. To ensure privacy, no user should ever divulge personal information to anyone over the Internet or via any other means using a computer. Usernames and passwords should be kept secure and not shared under any circumstances. **(Extremely Important - Please stress with your student(s))**

The most important point to remember is that anyone using any computer or network at St. Pius X takes full responsibility for his/her own actions. St. Pius X Catholic High School and the provider of our Internet connection will not be liable for the actions of anyone using our equipment. All users shall assume full liability - legal, financial, or otherwise - for their actions. Use of St. Pius X computers and network indicates agreement to the terms of this policy. Violations of this policy could result in a loss of privileges as well as additional penalties, including legal action.

### **Computer and Internet Policy - Guidelines for Acceptable Use**

Note: All terms below shall be defined at the discretion of St. Pius X Catholic High School so as to be inclusive of all situations and liabilities.

1. Authorized Users – The only authorized users of St. Pius X Catholic High School's internal (on-site) computers and network are current faculty, staff, and students and other individuals who act with the knowledge and consent of current faculty or staff members. Authorized users are not to give out any credentials (usernames, passwords, etc.). Credentials belonging to someone else are not to be used at any time.
2. Acceptable Use - The primary purpose of our computer facilities and network is to support education and research consistent with the educational objectives of St. Pius X Catholic High School.
  - a. St. Pius X Catholic High School's computers, network and related equipment may not be used for any of the following, and is not limited to:
    - i. Transmission, storage, retrieval, or use of any material in violation of any national or state regulation, including but not limited to copyright laws;
    - ii. Use for the monetary gain of any individual or organization (other than compensation paid by St. Pius X Catholic High School);
    - iii. Interference with or unauthorized access to any computer, computer network or related equipment;
    - iv. Use which would damage any computer or related equipment;
    - v. Any other use that contradicts St. Pius X Catholic High School's values or educational objectives.
  - b. Use of another organization's network or computing resources must comply with the rules appropriate for that network
  - c. Use of unapproved personal equipment on the St. Pius X network is prohibited.
3. Privileges - The use of St. Pius X Catholic High School computer equipment and network is a privilege, not a right, and inappropriate use will result in a cancellation of that privilege. The St. Pius X Catholic High School administration will deem what is inappropriate use and their decision is final. The St. Pius X Catholic High School administration may suspend or revoke access at any time, for any reason.
4. Student Email Accounts – St. Pius X Catholic High School issues a student email account for all students through G Suite for Education. The purpose of these email accounts is to communicate with the school. Any misuse of the school issued email account will result in disciplinary action.

5. Internet Etiquette - Users are expected to abide by the generally accepted rules of Internet etiquette. These rules can currently be found on the Internet at "<http://www.albion.com/netiquette/corerules.html>" and at other similar locations. Users who do not fully understand how to appropriately use the Internet must take it upon themselves to seek out authorized information. Lack of knowledge is no excuse for inappropriate behavior.
6. No Warranties - St. Pius X Catholic High School makes no warranties of any kind for the computer and network service it is providing. St. Pius X Catholic High School will not be responsible for any damages a user suffers, including but not limited to the loss of data or personal equipment damage. Use of any information obtained via the Internet is at the user's own risk and by his/her own responsibility. Upon leaving St. Pius X Catholic High School any information associated with a user's computer access may be permanently removed, including but not limited to that user's computer files. Student files may also be removed at the end of each semester.
7. Privacy and Security - St. Pius X Catholic High School makes no guarantees or warranties for the security of any computer or network system. All computers, network and related equipment are the property of St. Pius X Catholic High School and are subject to search at any time without notice. Personal electronic devices brought on campus are also subject to search. Any activity on any St. Pius X computer or network may be monitored and recorded at any time without any notice.
8. Vandalism - Vandalism (defined as broadly as possible and including but not limited to defacement of computer equipment, intentionally attempting to circumvent computer access restrictions, and intentionally uploading computer viruses) will result in cancellation of privileges and possible disciplinary and legal action. **(Archdiocese of Atlanta Office of Catholic Schools Policy #5220)**
9. Games - In an effort to support the school's mission as an educational institution, all game playing must be at the direction of a teacher and for the purposes of education. Recreational game playing without the specific instruction of a faculty or staff member is prohibited and may result in disciplinary action.
10. Software on SPX devices - Unauthorized software is not to be loaded, run, or used in any way on St. Pius X equipment. The only authorized software is that which is loaded by the St. Pius X Information Technology staff.
11. Software on Personal Devices - any software on personal devices that may adversely affect network operations and or other devices on the network is prohibited.
12. Students will connect to the SPX wireless network on their personal devices and will not be permitted to use cellular connections or any other network/wireless connections at school.
13. Students will not use a privacy filter or any other method to prevent faculty and/or staff from seeing what is on their device screen at any time. Students are also not permitted to use a proxy or vpn or any other means of circumventing network controls or obscuring network traffic.
14. All interactive Internet sites, blog sites, chat rooms, social networking sites, etc. may not be used in any way to cast a negative light on St. Pius X Catholic High School, our policies and procedures, or any member of the St. Pius X Community. An attempt will be made to block access to such sites from campus. Parents are strongly encouraged to monitor their child's

personal social media and home Internet activity. Violations including circumvention of the campus block, (including cell networks or mobile hotspots) may result in disciplinary action.

15. Release - The user of any St. Pius X Catholic High School computer, network or related equipment accepts any and all responsibility for their actions and releases St. Pius X Catholic High School, its employees, and all persons and entities related to it from any and all damage and/or liability caused by or related to their use of any computer, network or computer equipment at St. Pius X Catholic High School.
16. No individual, team, parent group, or program may use the school name, logo, or motto on any type of social media, other Internet site/communication, or in any other way without written permission from the Communications Coordinator for the school. To be approved, the individual, team, parent group, or program will:
  - Register the administrator of the site
  - Provide contact information and passwords for administering the page
  - Use only the official school logo
  - Follow all handbook policies regarding conduct
17. The St. Pius X school name, crest (or logo) and lion are important brands that should not be misused in any way, shape, or form. No one may use the school name, logo, or motto on any type of social media (Facebook, Twitter, Instagram, etc.), other Internet site/communication or in any other way, e.g. putting the name on t-shirts, for example, without the written consent of the Communications Coordinator.

## **BYOD: CELL PHONES & OTHER ELECTRONIC DEVICES**

### **Conditions**

Cell phones MAY be an approved device under the St. Pius X BYOD Policies under the following conditions:

- The phone is required as part of a classroom syllabus and/or lesson.
- The phone is only used at the discretion of a teacher, director, or coach.
- The phone is used for educational purposes.
- The phone is utilizing the school's wi-fi network while a student is on campus.
- The phone is silent and out of use and sight when not in use for legitimate educational purposes sanctioned by a teacher, director, or coach.

The following devices may only be used under the direct supervision and permission of a teacher, director, or coach:

- Laser Pointers
- iPods or any type of MP3 player
- Recording devices
- Digital cameras
- AirPods/Earbuds or other wireless listening devices
- Unacceptable devices noted above in the BYOD Policy

Students may use any of the items listed above in the school building before and after school; they are to be put away out of sight and on silent by 8:00 a.m. and may not be used until after final dismissal without the permission and supervision of a teacher, director, or coach as listed above. Teachers, directors, and coaches may exercise discretion and prohibit cell phone or other electronic device usage before or after school in their classrooms.



Students are allowed to wear Smartwatches, e.g. Apple Watches, etc. during the school day except during any assessments or exams. Students are not permitted to use smartwatches, apple watches, etc. for texting, recording, research or any type of communication. Misuse results in a technology violation with the standard 3 detention penalty.

St. Pius X reserves the right to search any item that is brought onto campus or to school-sponsored events; students should have no expectation of privacy respecting their devices if they bring them onto school property or school-sponsored events.

#### **Conduct Related to BYOD (Bring Your Own Device) Program**

Any misuse of a device based on teacher, director, or coach instructions will result in 3 detentions and further disciplinary action if warranted. **(Penalty: 3 detentions-confiscations of electronic devices. Parent retrieval for repeat offenses. Saturday School as warranted for repeat offenders.)**

Video or audio recording of class requires explicit permission of the instructor. **(Penalty: 3 detentions-confiscation of electronic devices. Parent retrieval for repeat offenses. Saturday School as warranted for repeat offenders. Potential Honor Code violation.)**

#### **CELL PHONES/ELECTRONIC DEVICES DURING FINAL EXAMS**

In keeping with national testing policy and in order to protect test integrity, cell phones and other electronic devices, including all watches and ear buds, are prohibited from all final exam sites.

This policy reflects the standards maintained by the Educational Testing Service (SATs, ACTs and AP exams in particular).

- Students MAY NOT have any cell phones or any unapproved electronic devices on their person, in their purse, backpack or any other type of baggage. Cell phones and unapproved electronic devices must be turned off and stored in lockers or vehicles during exam hours from 7:55 a.m. until 11:45 a.m.
- Students may use their *school-approved BYOD devices* to study before and after each final exam period and during the break between exam periods, but they may not bring these devices with them into the exam rooms. Devices should be turned off and stored in students' lockers during their exams. Students who do not have an exam but choose to remain on campus during an exam period may use their devices.
- If a device is required for an exam per a teacher's explicit instructions, the student will be informed about this in advance and will only be allowed to use that device during the exam time as noted by the teacher. Normal consequences for misuse of electronic devices will apply.
- Calculators may ONLY be used on mathematics and/or science exams as noted by the teacher. Calculators will not be allowed in any other exams.
- If at any time during the four-day final exam period, a cell phone or other electronic device is seen or suspected of being on a person, it will be confiscated, inspected, and held by administration until the 8th/last school exam is completed, at which time a parent may pick up the device from the Dean of Students' office from 11:45 a.m. until 12:30 p.m. After that time, devices will be available for retrieval in January (following Christmas Break) or teacher post-planning days following the second semester exams.

During final exams, students will NOT be able to accept a cell phone call or other electronic messaging from a parent to notify the student of a parent's arrival on campus. Please arrange in advance for a specific pick up location. Students who need to reach a parent by telephone are instructed to come to the Dean of Students' office to use the phone to call home. Parents who need to reach a student during exam time are to call the office so that a message can be delivered to a student.

# **St. Pius X Campus Ministry**

## **Works of Mercy Service Program**

**Works of Mercy Program Overview**

**Works of Mercy Requirements**

**Table of Eligible and Ineligible Service Opportunities**

**Works of Mercy Tracking, Recording, and Due Dates**

**Saint Teresa of Calcutta Service Award**

**ST. PIUS X CAMPUS MINISTRY**  
**WORKS OF MERCY SERVICE PROGRAM**

**Works of Mercy Program Overview**

As a Catholic School rooted in Christ, the Catholic Church, and our school motto, we are committed to performing Works of Mercy and serving the greater community. Therefore, we require that our students complete the Works of Mercy service requirement as part of their formation at St. Pius X Catholic High School. Our motto, *Domini Sumus* – “We are the Lord’s” (Rom 14:8) is an important reminder that we are called to be Christ to others, to be witnesses of the Gospel, and to serve those who are most in need by our actions and words. We bring God’s love and compassion to those who are most in need when we reach out and perform Works of Mercy. We also serve the common good by performing service for the greater community.

Each year, students are required to take part in the Works of Mercy Apostolic Program as part of their ongoing Catholic formation. In Matthew 25:40 Christ instructs us to go out and serve our communities by stating, “whatever you did for one of these least brothers of mine, you did for me.” We hold this call as an essential component of our mission at St. Pius X and therefore structure our Works of Mercy requirements to reflect this **external community service**.

**Works of Mercy Requirements**

1. Students are required to complete a minimum of **five projects with each project at least one hour in length** during each academic school year and track them through the x2VOL website/application.
  - a. Works of Mercy Projects that are not entered and verified in the x2VOL website/app will not be approved.
  - b. **Works of Mercy x2VOL Tracking instructions can be found on the [Campus Ministry](#) page of the school’s website. Campus Ministry will give in class instructions for all incoming freshmen on how to set up their account and logging projects.**
2. Each of the five projects are **occasions of service**. *We do not count hours*; however, to be considered an “occasion of service” the project must be at least one hour long. **You may not count working the same project in multiple shifts during one day as multiple service projects—students only receive credit for one project per day.**
  - a. For example, attending a SPX Mission Trip would satisfy several “occasions of service” as projects as it is multiple days of service.
3. Students must serve the communities beyond their homes and St. Pius X.
  - a. **ELIGIBLE SERVICE:**
    - i. *A Work of Mercy is a project performed for those in our world who are most vulnerable and in great need, **outside of our own Pius Community**. Students must complete at least FIVE Works of Mercy projects each year. To be considered a Work of Mercy the project must be in one of the categories listed in the table below.*
    - ii. *The following table lists possible Works of Mercy but is not a comprehensive list. Any questions about the eligibility of a project should be directed to Campus Ministry.*
  - b. **INELIGIBLE OPPORTUNITIES:** *Any activity that would be expected of you or seen as a responsibility of yours by being a member of a family or a part of the SPX community and its organizations (e.g. babysitting, cutting the grass, washing a car, or doing other household chores)*

WORKS OF MERCY CATEGORY	ELIGIBLE SERVICE OPPORTUNITIES	INELIGIBLE OPPORTUNITIES
<b>Feeding the Hungry or Giving Drink to the Thirsty</b>	<ul style="list-style-type: none"> <li>➤ Support and volunteer for food pantries, soup kitchens, and agencies that feed the hungry such as: <ul style="list-style-type: none"> <li>○ St. Vincent de Paul Society</li> <li>○ St. Francis Pantry</li> </ul> </li> </ul>	Cooking dinner for your family, buying a drink or meal for a friend, helping at the Coke sale.
<b>Clothing the Naked or Sheltering the Homeless</b>	<ul style="list-style-type: none"> <li>➤ Help neighbors care for their homes and do repairs</li> <li>➤ Volunteer at a homeless shelter, with charitable agencies who care for the homeless, build homes, and provide support in the wake of natural disasters</li> <li>➤ Volunteer to work at a clothing drive or at a shelter where clothing is distributed to those in need</li> </ul>	Giving your sibling hand-me-downs, letting a friend borrow some clothing, buying clothing for family or friends.
<b>Visiting the Sick or the Imprisoned</b>	<ul style="list-style-type: none"> <li>➤ Volunteer at a hospital</li> <li>➤ Cook and deliver meals to the sick and homebound</li> <li>➤ Work with an organization such as Catholic Charities to create and send cards to someone who is sick or imprisoned</li> <li>➤ Volunteer for Archdiocese of Atlanta Prison Ministry</li> <li>➤ Donate blood at a Blood Drive (including at St. Pius X)</li> </ul>	Family responsibilities such as chores, yard work, visiting sick family members or friends, etc.
<b>Instructing the Ignorant or Converting Sinners</b>	<ul style="list-style-type: none"> <li>➤ Tutoring through an approved organization such as ... <ul style="list-style-type: none"> <li>○ SPX Writing Center or NHS</li> <li>○ Lekotek of Georgia</li> <li>○ Teens Tutor Teens</li> </ul> </li> <li>➤ Volunteering in Liturgical Ministries at your local parish: Altar Serving, Lectoring, EMHCs, Ushers</li> </ul>	Volunteering for a political campaign or signing a petition, helping a friend or family member with homework
<b>Caring for God's Creation</b>	<ul style="list-style-type: none"> <li>➤ Volunteering at an animal shelter</li> <li>➤ Participating with a non-profit organization to complete a service project such as stream clean-ups, Eagle Scout projects</li> <li>➤ Attending a spring/summer break Mission Trip</li> </ul>	Babysitting, working at your job without pay, picking up trash while on a walk

### Works of Mercy Tracking, Recording, and Due Dates

Students are to document their projects and their reflections on the x2VOL app by the assigned deadlines below:

**Senior Works of Mercy Projects are due FRIDAY, MARCH 22nd, 2024**

**Underclassmen Works of Mercy Projects are due FRIDAY, APRIL 12th, 2024**

After the deadline, a grade will be recorded in PowerSchool reflecting a student's completion of the required Works of Mercy service projects in the student's Work of Mercy pass/fail class. Students who do not have all five projects completed and verified in x2VOL by their assigned deadline above **will receive a FAIL grade in PowerSchool for the Work of Mercy requirement.** *Falsifying information on a Works of Mercy form, including falsifying supervisor information is an Honor Code violation.* Campus Ministry is not responsible for student projects that are not submitted or verified correctly. **All students who fail will be required to complete credit recovery, which is coordinated with Campus Ministry. Contact [campusministry@spxstudent.org](mailto:campusministry@spxstudent.org) for more information concerning credit recovery.**

### Saint Teresa of Calcutta Service Award

Campus Ministry awards one student from each grade the Saint Teresa of Calcutta Service Award. This award is given to the student in each grade that models the virtues of Saint Teresa of Calcutta by demonstrating an ongoing commitment to service and performing Works of Mercy that far exceed the minimum requirement of the Works of Mercy Service Program. Students are therefore encouraged to go beyond the minimum requirements each year to develop a commitment to serving those who are in need on an ongoing basis. Students are encouraged to enter as many projects as they complete into their x2VOL app to be considered for this opportunity

# **Clinic**

## **Policies & Procedures**

### **Clinic**

- Main Functions of the Clinic
- Required Forms
- Dispensing Prescription and Over-the-Counter (OTC) Medications
- Illness at School and Communication with Parents
- Required Health Records
- 11th Grade Immunization Requirements
- Archdiocese of Atlanta Infectious Disease Policy

## CLINIC

### **Main Functions of the Clinic**

Our school clinic is a service to our students and is staffed daily by a Registered Nurse. If a student becomes ill in school, he or she should report the illness to a teacher and request permission to go to the nurse's office/clinic. The nurse will determine whether the parent/guardian should be notified and the student sent home. In the event that the nurse determines the student should go home, students will only be released to the **person(s) identified in PowerSchool as their emergency contact(s)**. No one else may pick up a student from the clinic or **grant permission to leave school**. If the student drove himself/herself to school, parental verbal permission will be obtained by the school nurse via the clinic telephone to allow the student to drive himself/herself home. **Email requests and permission to leave school granted via text messaging from the student's phone is not permitted and the request will be denied**. Upon arrival at home, the student or parent should call the school nurse to notify her of the student's safe arrival.

**Parents/guardians are required to update all information, i.e. address update, contact phone number update, emergency contact information, student's health information, prescribed medication information, and updated immunizations (State form 3231) during the annual data update. This occurs early spring through May of the current school year. These records are kept in PowerSchool. Prescribed medication information is also included in this update. Students are not allowed to carry prescription medications on their person and must be kept in the clinic (with the exception of inhalers, Epi-pens, Auvi-Q, Valtoco, and Insulin).**

### **Required Forms**

**A Medication Agreement Form, a Medication Consent Form, and Action Plans** must be completed and on file for students receiving ANY medications (prescription or non-prescription over the counter) including but not limited to antibiotics, pain medication, etc. For further information regarding medication at school, a printable form and action plans, please contact the School Nurse in the Clinic.

### **Dispensing Prescription and Over-the-Counter (OTC) Medication**

**All prescribed medication will be dispensed through the Clinic.** Any Over the Counter Medications (e.g. Tylenol, Advil, Aleve) can be carried in the student's backpack as long as it is labeled with the student's name and is in its original store-purchased travel sized container. Students are allowed to carry one day's dosage of OTC medications in their backpack. Any violation of this rule will be handled through the administration.

If a parent would prefer to have their student receive non-prescription (over the counter (OTC)) medication through the Clinic the following forms must be completed and on file in the Clinic before OTC medication will be dispensed: The Medication Agreement Form and the Medication Consent Form. It is the parent's responsibility to provide the clinic with a brand-new container of the OTC medication labeled with their student's name. It is also the parents' responsibility to pick up all of their students' medications at the end of the school year. The parent or the student may pick up the medication from the school clinic.

### **Illness at School & Communication with Parents**

Students should report to the clinic when they become ill. In the event of a serious illness, a parent will be notified by the School Nurse. Students may not initiate contact with their parents by any electronic means requesting an early dismissal due to illness. The school nurse will contact the parents or have the student call from the clinic phone to report the illness and/or need for pickup. The action that is taken will be determined by the school nurse and the parent/guardian. The parent(s) must bear the responsibility of



providing transportation home. No student will be excused from class to drive an ill student home.

**\* If a student(s) is involved in a car accident on the way to school (driver or passenger), and the student(s) reports to school, the student(s) must meet with the school nurse upon arrival, before being admitted to class.**

### **Required Health Records for School**

Per Archdiocesan Policy and The State of Georgia current immunizations are required for school attendance. All students entering school (through 19 years of age) must be immunized according to the rules and regulations established by the Georgia Department of Human Resources (DHR). See the [REQUIREMENTS](#) from the Georgia Department of Health.

Form 3231, The Certificate of Immunization, is the official record of immunization and is required for each student attending St. Pius X Catholic High School. This form can only be obtained through your student's physician or the Georgia Department of Human Resources (DHR).

### **New 11th Grade Immunization Requirements**

Georgia's immunization requirements for students entering or transferring into the eleventh grade have been revised to align with the current recommendations of the Advisory Committee on Immunization Practices (ACIP), the American Academy of Pediatrics (AAP), and the American Academy of Family Physicians (AAFP).

Effective July 1, 2021, all students who are new entrants or transfers into a Georgia school in the eleventh grade, will require proof of a booster dose of the meningococcal conjugate vaccine, unless their first dose was received on or after their sixteenth birthday.

The Catholic Church does not recognize an immunization exemption based upon matters of conscience/religious convictions, and does not accept any alternative or homeopathic immunization that has not been approved by the FDA. Medical exemptions are considered and are applicable when a child has a long-term condition that contraindicates immunizations. Parents requesting a medical exemption from any Georgia State required immunization must provide a detailed explanation of the child's disability and/or disease process as documented by a licensed pediatrician. This documentation must be provided on the pediatrician's official letterhead, and must contain the physician's medical license number. It must state if the medical exemption is temporary or permanent. The Archdiocese of Atlanta reserves the right to obtain a second medical opinion in such cases.

### **Archdiocese of Atlanta Infectious Disease Policy**

- The primary responsibility for the prevention and control of infectious diseases lies with individuals, families, and public health authorities. Schools are not responsible for providing expert infectious disease advice or treatment for students; this is the role of medical practitioners and health authorities.
- Attendance at any school may be denied to any student reasonably suspected of or diagnosed with a contagious or infectious disease that could make the child's attendance harmful to the welfare of all other students, faculty, and staff.
- Schools reserve the right to require a statement from the student's primary care physician authorizing the student's return to school. Schools will respect all students' privacy. Parents of other children attending the school may be notified that their child has been exposed to a

communicable or infectious disease in a manner that avoids identifying the student with the disease to the maximum extent appropriate in each particular circumstance.

- During periods of infectious disease, some operational procedures and events may be added, modified and/or canceled including but not limited to:
- Prevention techniques – hand washing education, coughing and sneezing education; hand sanitizers in classrooms; sanitizing wipes in classrooms for computers, desks, common areas, etc.; tissues in all rooms; sanitation procedures; and if appropriate, the mandated use of facial masks along with social distancing.
- Preparedness – Schools will comply with CDC, State Department of Health guidelines, and directives from the Office of Catholic Schools.
- Response – Schools will follow the Office of Catholic Schools policy for school closures (Policy 5285) and directives from State and Local (County and Municipal) jurisdictions. The Office of Catholic Schools will provide a written Reopening of Schools Plan specific to the infectious or communicable disease present.
- Recovery – Schools will publish a return to school procedure in accordance with directives from the Office of Catholic Schools which aligns to the Reopening of Schools Plan approved by the Superintendent of Schools.

# **Communications Policies and Procedures**

## **Introduction**

- Audio/Video/Photographic Recording Policy
- School and Family Cooperation/Communication

## **Methods of Communication**

- Email
- Student/Family Email
- Exclusive Use of SPX Email for Official School Communication
- Telephone Calls

## **Appointments**

- Drop-in Visits Prohibited
- Order of Communication Tables
- Official Parent-Teacher Conferences

## **School Closures**

- Severe Weather
- Emergency Texting Service
- Archdiocese of Atlanta School Closure Policy
- Emergency Drills

## **Communication Regarding Extraordinary Circumstances**

- Students Living Out of Household
- Pregnancy
- Marriage
- Family Custodial Situations

## **Access to the School: Visitors and Rideshare Services**

- Visitors on Campus
- Archdiocese of Atlanta On-Demand Transportation Services Policy

## **SCHOOL COMMUNICATIONS POLICIES AND PROCEDURES**

### **INTRODUCTION**

Good communication between the home and school is an important part of fostering growth in the child. It is important for all of us, students, teachers, and parents to do all that we can to promote communication and mutual understanding. One of the significant ways in which we can do this is by learning and working through the procedures followed by the institution. We ask, therefore, that you become familiar with the following procedures and use them when communicating with the school:

#### **Audio/Video/Photographic Recording Policy**

No audio/video/photographic recording devices may be used during functions of the school without permission of the principal or classroom teacher. Such events include, but are not limited to: classroom presentation, awards ceremonies, performances, plays, parent conferences, administrative conferences, and religious services. This policy also includes recording of conversations either in person or by telephone by or among students, parents, teachers, or school administrators on school property or involving the use of the school telephone. Recordings of school functions may not be published, posted electronically, or distributed without permission.

#### **School and Family Cooperation/Communication**

If information which causes concern surfaces at school about a particular student(s), and if the information cannot be immediately substantiated, the school reserves the right to discuss this information with the particular student(s) and his/her/their parents. This unofficial and off-the-record type of communication is not to be considered accusatory. This communication reflects the school's ongoing desire to act in cooperation with families in raising awareness, bringing about preventative intervention, and dispelling rumors.

### **METHODS OF COMMUNICATION**

#### **Email**

The preferred method of communication for the faculty and staff is through email.

Emails will be treated in the same manner as telephone calls. Please allow the person you have contacted a minimum of 2 school days to respond to your correspondence. Email addresses may be found on the St. Pius X website.

#### **Student/Family Email**

All students are issued a school email account. Students are responsible for accessing this account regularly. Official school business including but not limited to schedules, class registration, parking permits (sophomores, juniors, & seniors only), out-of-uniform days, Saturday school or other disciplinary issues, etc. will be sent to student accounts.

All families are issued (one) 1 email account per family to which all important school correspondence will be sent. All families are responsible for checking this account on a regular basis to stay informed on all school information.

#### **Exclusive Use of SPX Email for Official School Communication**

St. Pius X assigns one family email account and one student email account to which all school-related information is sent. St. Pius X does not maintain any personal email addresses and per Archdiocesan policy, all communications generated by SPX must be sent to the one family email account and/or the one

student email account. St. Pius X provides instructions for parents to be able to forward and/or create filters so that the SPX account can be shared to other email accounts if so desired.

### Telephone Calls

If you wish to talk with a member of the faculty or administration and they are unavailable when you call the school, please leave the following information on the faculty or staff member's voice mail:

- your name
- phone numbers where you can be reached
- when you can be reached at each of those numbers

If your telephone call is not returned within two school days, please call again. If this second call is unanswered, then call the head of the department. If the department head does not return your call within 2 business days, please notify a member of the administration.

### APPOINTMENTS

#### Drop-in Visits Prohibited

It is important that parents who wish to meet with a member of the faculty or with an administrator call ahead to schedule an appointment. Due to the daily changing academic schedule, “drop-in” visits on faculty members or administration are not permitted. A teacher’s preparation and instructional time is paramount. “Drop-in” visits detract from the normal schedules or the opportunity for the teachers to use their planning time to prepare for class, thus the need to schedule an appointment.

#### Order of Communication

If there is a concern regarding a student’s experience at St. Pius X, it is important for parents/legal guardians to work through the proper order of communication, as most questions are resolved at the “local” level and “on the ground.” **Conferences/Meetings are restricted to parents and/or legal guardians only.** Please follow the order of communication for the most common situations about which parents seek information:

Order of Communication	Academic Concerns	Athletics Concerns	Fine Arts Concerns	Discipline Concerns	Tuition, Fees, FACTS Concerns
<b>First Contact</b>	Subject teacher	Head Coach	Director	Deans of Students	Business Office Accounts Manager
<b>Second Contact - if issue still unresolved</b>	Subject Department Chair	Athletic Director	Fine Arts Department Chair		Business Office Manager
<b>Third Contact - if issue remains unresolved</b>	Dean of Academics	School Principal	Dean of Academics		
<b>Last Contact - if issue still unresolved</b>	School Principal	School President	School Principal	School Principal	President

See the table below for a list of the other frequently used contacts for school questions.

AREA OF CONCERN	CHANNEL OF COMMUNICATION AND CONTACT INFORMATION
Concerns Regarding Course Placement	Individual Class Teacher & Department Chair (Department Chairs have the final word on course placement at St. Pius X; the Academics Office does not override Department Chairs' placement decisions)
Student Academic Performance	Individual Class Teacher, Department Head, Dean of Academics
Student Schedule	Dean of Academics Office
Student Behavior	Deans of Students
Emotional & Behavioral Concerns	Counseling Offices
Spiritual & Religious Concerns	Campus Ministry
Student Health	School Nurse
Student Athletic Activities	Individual Sport Coach, Director of Athletics
Tuition Account	Assistant Business Manager of Student Accounts
Fundraising/Tax Receipts	Office of Advancement

### Official Parent-Teacher Conferences

Official Parent-Teacher conferences for students with deficiencies are held in the fall by appointment only. Please contact your student's teacher(s) if a meeting is desired before or after the official fall conference. **Only legal guardians or parents are permitted to attend conferences.**

## SCHOOL CLOSURES

### Severe Weather

In case of severe weather conditions, St. Pius X will announce the school's status through several different television and radio stations and their websites: WGST-640 AM, WSB-750 AM, STAR 94.1 FM and The River 97.1 FM Radio Stations and WSB-TV Channel 2, WAGA-TV FOX5, and WXIA-TV - Channel 11 and WGCL TV-Channel 46 television stations concerning the closing of school. Students, parents, and faculty will be responsible for listening to / watching these stations.

### Emergency Texting Service

St. Pius X offers an Emergency Texting service for the sole purpose of notifying parents immediately of any weather-related closures or any emergencies on campus. All families are strongly encouraged to register so that timely communications from the school can be received.

Parents are to opt-in to the [TEXT SERVICE](#) by clicking the link using the student's ID and the password "changeme." Once logged in, please follow the prompts to change the password, then add your cell phone

and carrier. At that time, you may also add your email address.

Any questions or concerns should be directed to Laura O'Connell - LOConnell@spx.org.

### **Archdiocese of Atlanta School Closures Policy**

In the event of a natural disaster, disease outbreak or any other circumstances which, in the judgment of the Superintendent of Schools, make it infeasible, unsafe or otherwise imprudent to continue campus-based education, all Archdiocesan schools shall resume as soon as practical via distance learning and/or other methods adopted and/or developed by the school administration and faculty and approved by the Office of Catholic Schools. Due to continuing financial obligations relating to operational costs, including administrative, faculty and staff salaries, there shall be no suspension, reduction or refund of tuition or applicable fees.

### **Emergency Drills**

Monthly emergency drills are necessary for the safety of the students and faculty. When the alarm sounds, students will follow designated instructions appropriate for the emergency drill.

## **COMMUNICATION REGARDING EXTRAORDINARY CIRCUMSTANCES**

### **Students Living Out of Household**

Students who live outside of the parents' or guardians' household without the expressed consent of the parent or guardian and/or without the consent of the administration of St. Pius X will not be eligible to attend or continue at St. Pius X.

### **Pregnancy**

In accordance with the teaching of the Catholic Church, St. Pius X High School assumes the position that all life is a God-given gift and is sacred. Such life is to be respected and preserved. St. Pius X High School, therefore, does not and will not consider abortion as acceptable under any circumstances.

Pursuant to Archdiocesan student policy #5260, in the event of a student pregnancy, St. Pius X shall encourage the student parent (boy or girl) to continue the pregnancy to full term and delivery. The school shall support the student's pro-life choice by allowing the student's continued studies for as long as appropriate at the discretion of the Principal.

When a pregnant student withdraws from regular attendance, the school has an obligation to help the student with arrangements for educational alternatives.

The following guidelines will be implemented in order to ensure the best interest of the student(s), parents and school community: When pregnancy is known to school personnel, the Principal will meet with the girl and her parents/guardians. The student is encouraged to begin the appropriate professional counseling consistent with Catholic teaching to assist with the circumstances of the pregnancy and with making choices for the future of the both parents and the newborn child. If the father is identified, and if he is a student in a Catholic school, the Principal of that school will meet with him and his parents/guardians and require that he be involved in the counseling program similar to that provided to the mother. The school will assist the pregnant student to make arrangements for continuing her education by referring the student to an alternative program. Both students will be referred to their pastor for advice and counseling.



## **Marriage**

Catholic Schools and their counselors are not equipped to deal with the lifestyle of the married student. Therefore, students who are married will not be allowed to remain in school. School authorities, as in any other case, will act with concern and responsibility to assist such students in identifying ways and means to address their spiritual, emotional and educational needs at such times. Cohabitation and a marriage not recognized by the Catholic Church are causes for expulsion.

## **Family Custodial Situations**

St. Pius X Catholic High School is finding an increasing number of families experiencing transitions in parental custodial relationships. In addition, laws governing divorce settlements and custody have recently changed. For this reason, we find it necessary to clarify the procedures the administration and faculty will follow in communicating with parents in such situations.

In two parent families it is assumed that both parents are living at the same address unless we have been notified otherwise. St. Pius X personnel will, therefore, send home notices, communication, etc. to the address given on the application/registration form. It is assumed that both parents are communicating regarding the child and that all information is shared between the parents. This information includes but is not limited to conference appointments, report cards, interim reports, and discussions with school personnel.

In families experiencing separation of parents or pending divorce, the above information will be sent to the home of whichever parent currently has primary physical custody of the child. It is assumed that this information is shared by the parents and between the parents. St. Pius X issues ONE family email account and gives access to both parents. Since this situation frequently impacts a child's achievement and interactions at school, parents are asked to inform both the principal and teachers of this fact so that appropriate support can be given to the child. St. Pius X Catholic High School cannot proceed on hearsay, rumors, or demands of a parent, but only with the appropriate documentation detailed below.

In cases of an actual divorce decree involving clear custody by one parent, the principal is to be informed by the custodial parent of this fact. A copy of the first page of the decree bearing the case number, the pages referring to custody and the relationship with the school, and the final page bearing the judge's signature are to be submitted to the principal. Unless the decree indicates otherwise, school communications will be sent home to the parent that has primary physical designation or primary physical custody. Custodial parents should understand, however, that unless the divorce decree specifically limits the non-custodial or non-primary physical custodian parent's right to access the records, the non-custodial parent has a right to the same access as the custodial parent. St. Pius X will, unless otherwise restricted by a Court Order, release such records upon request to the non-custodial parent. "Records" include official transcripts, report cards, health records, referrals for special services, and communications regarding major disciplinary actions. It does not include daily class work and papers, or routine communications sent to the home of residence. In these cases, the custodial parent is asked to cooperate with the school and share this information directly with the non-custodial parent. This avoids time-consuming duplication of services.

Further, parents should realize that unless restricted by Court Order, any non-custodial parent has the right to attend any school activity of their child, which includes sports activities and class programs. Parents should keep each other informed as to these activities to avoid duplication of communications and to allow the school to better attend to the duty of teaching your children.

In cases of “joint custody” (shared parenting agreements) entitling other parents access to school personnel and activities, it is assumed that one copy of communication and information sent to the home will be shared by and between the parents. St. Pius X issues ONE family email account and gives access to both parents.

Regarding arranging parent conferences in all custody situations: It is preferred and will be the general procedure that one conference appointment be scheduled “jointly” if both parents wish to be present. It is assumed that parents are able to set aside differences and to come together on behalf of their child for this time. A joint conference further ensures that both parents are given the same information at the same time, thereby avoiding misunderstanding or misinterpretations.

In cases where joint conferences are clearly neither possible nor desirable by all parties involved, alternate arrangements may be discussed with the principal, subject to the approval of both parents, and further reviewed by St. Pius X. Every effort will be made to keep communications open with both parents while at the same time avoiding duplication of services and excessive demands on the teacher’s time.

Visitation should generally begin at the home of one of the parents and not at school. It is hoped that visitation arrangements would reflect the sensitivity of both parents to the consistency and routines that foster security in a child and allow for school responsibilities and homework to be taken care of during the school week.

If there are questions concerning this statement of procedures, or circumstances which might necessitate other arrangements, please contact the principal personally.

## **ACCESS TO THE SCHOOL: VISITORS AND RIDESHARE SERVICES**

### **Visitors on Campus**

All visitors to St. Pius X Catholic High School must report to the main office to sign in and receive a visitor’s badge. All visitors must wear a visitor’s sticker while on campus. St. Pius X students may not invite friends to our campus at any time unless permission is granted from the administration.

The only student visitors who will be allowed will be those whose parents have initiated the admission application process, i.e., filled out forms and requested a shadow visit.

Former students, whether alumni or not, house guests, students from other schools, etc. may not spend the day attending classes with St. Pius X students, may not come to lunch or bring lunch on campus, and may not roam school halls to visit former teachers during school hours. Teachers are available during the academic day by appointment only and may not be disturbed during school hours. Please refer to the Appointments section in this chapter in regards to scheduling a meeting with your student’s teachers.

### **Archdiocese of Atlanta On-Demand Transportation Services Policy**

On-demand transportation services (e.g., Uber, Lyft) are prohibited from transporting Archdiocesan students to and/or from Archdiocesan property unless a parent, grandparent, or guardian accompanies the student in the vehicle.

**Councils and Committees**  
**Who to Contact**

## **COUNCILS, COMMITTEES, AND SCHOOL LEADERSHIP**

### **Leadership**

St. Pius X Catholic High School is operated by Catholic Education of North Georgia, Inc.

The Office of Catholic Schools establishes policies governing the programs and administration of all diocesan schools. St. Pius X is in full compliance with the Policy Manual for Catholic Schools in the Archdiocese of Atlanta.

The President and the Principal of St. Pius X are appointed by the Archbishop and work under the supervision of the Superintendent of Catholic Schools. The President is responsible for the strategic direction of the school. The Principal is responsible for the day to day administration of the school.

### **Right to Amend**

The Administration of St. Pius X Catholic High School reserves the right to amend the student handbook at any time with notification provided to all St. Pius X stakeholders.

### **Advisory Council**

Pursuant to Policy #8060 of The Office of Catholic Schools of the Archdiocese of Atlanta, each Archdiocesan school is expected to have an Advisory Council. The council serves in an advisory capacity to the president or principal and to the pastor (in parish schools).

The Archdiocese of Atlanta maintains an Archdiocesan Advisory Council for schools. The council advises the Archbishop and the Superintendent of Schools in all Archdiocesan school matters for which the Archbishop and/or the Superintendent seek the council's advice and counsel including, but not limited to marketing, policy, financial viability, legislative efforts, and the closing, expanding or building new Catholic schools in the Archdiocese of Atlanta.

### **Academic Council**

The Academic Council is composed of Department Chairpersons, the three Deans, and the Principal. The Principal and Dean of Academics co-chair the Council. The Council's function is to develop and recommend academic policy; additionally, it is responsible for the development of scheduling and testing procedures and for setting standards for evaluation and growth of faculty, department chairs, and administrators.

### **Campus Ministry Team**

The Campus Ministry Team is vital to the fulfillment of the mission of St. Pius X, as they are the chief coordinators of the spiritual activities that infuse the school with its distinctive Catholic identity. Among their responsibilities are the following: the planning and execution of liturgical celebrations (e.g. all-school Mass and all-school Penance services); the planning and execution of retreats and pilgrimages; the oversight, inspiration, and management of the Works of Mercy Program; assisting coaches and directors in the formation of spirituality among their respective student groups; speaking in classes about theological questions; leading the school's faculty in spiritual formation; and acting as ministers to students as far as their expertise warrants.

The Campus Ministry department is led by the Director of Campus Ministry and is staffed by Campus Ministry personnel.

### **Class Councils**

The class councils are organizations of students chosen to serve as official representatives in matters of concern to individual classes. These councils have faculty moderators whose chief function is to assist these groups to articulate and achieve the goals appropriate to their class.

### **Curriculum Review Committee**

This committee is composed of members of the faculty who have both articulated an interest in and been selected by the Principal to take part in diocesan-wide discussions relevant to curriculum. These faculty examine curriculum issues in light of current research, college requirements, and expectations, as well as business and community needs.

### **Discipline Committee**

The Discipline Committee is composed of the three Deans of Students and faculty members appointed by the Principal and the Deans of Students. The function of this committee is to act as a fair and impartial body to hear cases concerning students charged with serious violations of school regulations, and to make recommendations to the Principal concerning disciplinary action including and up to expulsion from school. The committee is convened when a student's actions, or the sum of repeated behaviors, are such that a consequence of them could result in a student's expulsion from the school.

### **Financial Aid Committee**

The Financial Aid Committee is made up of the Deans of Students, Business Manager, and the Assistant Business Manager of Student Accounts. The committee reviews the financial need of each applicant as determined by a third-party financial aid service. The committee determines the recipients of financial aid and reviews all financial aid appeals.

### **Honor Council**

The Honor Council is composed of 10<sup>th</sup>, 11<sup>th</sup>, 12<sup>th</sup> grade students, the Dean of Students, and three faculty advisors. Honor Council cases are heard by the Dean of Students and two student co-chairs. Appeals of Honor Council verdicts are heard by the full panel of student members, faculty advisors, and the Dean of Students. St. Pius X Catholic High School believes it is important not only to set high standards of academic and ethical achievement but also to set equally high standards of academic and personal integrity. The primary purpose of the St. Pius X Honor System is to create an atmosphere of honesty, trust and integrity among the students and faculty members through raising the consciousness of an honorable life. The Honor Council will enforce the Honor Code, take responsibility for determining if a student has violated the Honor Code, educate the students on how to live as honorable people and recommend the penalties for the offense.

Any student who violates the honor code by lying, cheating, plagiarism, stealing, or bullying/harassment goes through the Honor Council; a person who violates the discipline code does not go through the Honor Council but through the discipline system. Please check the Honor Council booklet for further explanations.

### **Scholarship Committee**

The Scholarship Committee is composed of the Principal, the Director of Admissions, one of the Deans of Students, the Director of Advancement, the Business Manager, and the Assistant Business Manager of Student Accounts. The committee determines the recipients of both endowed and funded scholarships.

### **School Building**

Our school building contains asbestos in limited, controlled concentrations. It is maintained according to all AHERA regulations, including annual inspections.

Our management plan is available for your review upon request.

**Student Council**

The Student Council is an organization of students elected by the student body to serve as its official representative in matters of concern to the entire school. The Student Council provides a medium through which student opinion may be heard in a forum for the consideration of common school problems.

**Safe Environment**

Every year, all students will receive safe environment training according to Archdiocesan policies. If parents/guardians do not want their students to participate in this training, they must fill out an “opt-out” form provided by one of the Deans of Students via the St. Pius X family email account by the end of the second week of school.

# Who To Contact When You Have Questions About ...

## **Academic Concerns**

Jason Eaglen, *Dean of Academics*  
404-636-3023 x232    jeaglen@spx.org

## **Accounts, Tuition and Billing**

Denise Hatter, *Student Accounts*  
dhatter@spx.org    404-636-3023 x260

## **Address Updates**

Karen Travers, *Registrar*  
ktravers@spx.org    404-636-3023 x233

## **Athletics**

Traci Zimmerman, *Administrative Assistant*  
tzimmerman@spx.org    404-636-7751

## **Attendance, Tardies and Early Dismissals**

Jen Polzin, *Attendance Secretary*  
jpolzin@spx.org    404-636-7063

## **Cafeteria — SAGE Dining**

Eric Mongerson, *Food Service Director*  
e.mongerson@SAGEdining.com    404-636-3023 x239

## **Campus Ministry / Works of Mercy**

Susan Baker, *Director of Campus Ministry*  
sbaker@spx.org    404-636-3023 x249

## **Clinic / School Nurse**

Donna Owens, R.N.  
dowens@spx.org    404-636-3023 x248

## **Counseling Office**

Christi Caragher, *Administrative Assistant*  
ccaragher@spx.org    404-636-3023 x234

## **Course Registration / Scheduling**

Jason Eaglen, *Dean of Academics*  
404-636-3023 x232    jeaglen@spx.org

## **Fine Arts Programs**

Lisa O'Connor, *Fine Arts Coordinator / Director of Dance*  
loconnor@spx.org    404-636-3023 x381

## **Library**

Meggan Wilkauskas, *Head Librarian*  
mwilkauskas@spx.org    404-636-3023 x264

## **Lion Leader Program**

Lion Leader Advisory Board  
lionleaderboard@spx.org

## **School Directory**

Marsha Free, *Executive Asst. to the Principal*  
mfree@spx.org    404-636-3023 x223

## **Uniforms / Textbooks**

Karoline Brennan, *Roar Store Manager*  
kbrennan@spx.org    404-636-3023 x242

## **Volunteer Certification**

Sandy Stogner, *Human Resources*  
sstogner@spx.org    404-636-3023 x247

## **TECHNOLOGY-RELATED**

### **SPX Email Assistance**

Tim Stultz, *Director of IT*  
tstultz@spx.org    404-636-3023 x294

### **BYOD/Microsoft Office Information**

Tim Stultz, *Director of IT*  
tstultz@spx.org    404-636-3023 x294

### **Canvas Learning Management System**

Marian Rosenberg, *Instructional Technologist*  
mrosenberg@spx.org    404-636-3023 x252

### **PowerSchool Parent Portal**

Sam Nelson, *SIS Management*  
snelson@spx.org    404-636-3023 x 259

## **STUDENT DRIVERS**

### **Certificate of School Enrollment**

Pick up from the Counseling Office

### **Grade Report for Insurance Company**

Print most recent Report Card from PowerSchool Parent Portal (*actual transcript is rarely required*)

### **Georgia ADAP Certificate**

Request ONLY if student is testing for a Driver's License. At least three (3) days before certificate is needed, email the following to Coach Garrison (cgarrison@spx.org)

- Full name as it appears on child's birth certificate
- Date of birth
- School year and semester the student took health



Updated 7/07/23

# **Discipline**

## **Regulations for Student Conduct**

### **Disciplinary Policies and Procedures**

### **Communication about Discipline Issues**

### **Disciplinary Consequences**

- Detentions
- Saturday School
- Disciplinary Suspension
- Expulsion and Expulsion Procedures
- Discipline Contract and Requirements

### **Regulations**

### **Personal Safety and Health: Alcohol, Drugs, and Tobacco Products**

### **Respect**

### **Harassment**

### **Sexual Violence and Harassment Policy**

### **Gangs**

### **Hazing**

### **Childhood Abuse/Neglect**

### **Social Media**

Brothers and sisters,  
You have forgotten the exhortation addressed to you as children:  
    “My son, do not disdain the discipline of the Lord  
        or lose heart when reproved by him;  
        for whom the Lord loves, he disciplines;  
        he scourges every son he acknowledges.”  
        Endure your trials as “discipline;”  
        God treats you as sons.  
For what “son” is there whom his father does not discipline?  
        At the time,  
        all discipline seems a cause not for joy but for pain,  
        yet later it brings the peaceful fruit of righteousness  
        to those who are trained by it.  
So strengthen your drooping hands and your weak knees.  
        Make straight paths for your feet,  
        that what is lame may not be disjointed but healed.  
HEB 12:5-7, 11-13



## **REGULATIONS FOR STUDENT CONDUCT**

### **Disciplinary Policies and Procedures**

The primary role governing the conduct of all the members of our school community is the "Great Commandment" of our Lord: "You must love the Lord your God with all your heart, with all your soul, and with all your mind....and you must love your neighbor as yourself." (Matt. 22: 37-40) Everything which promotes this threefold love is acceptable in our school community. Anything which undermines the growth of such loving harmony both on and off-campus is rejected. St. Pius X reserves the right to determine if off-campus behavior has a detrimental input on the school or the school's reputation. The Administration reserves the right to discipline students for off-campus behavior and/or conduct. St. Pius X also reserves the right to search any vehicle or item that is brought onto the campus.

The good name, reputation and personal safety of each student, faculty/staff member, and adult volunteer are vitally important. In order to protect students, employees, volunteers, and the school itself, each student is expected to treat the good name and reputation of other students, school employees, volunteers and the school with dignity and respect and not engage in any activity or conduct, either on campus or off campus, that is in opposition to this guideline and/or is inconsistent with Catholic teaching or values, as determined by the school in its discretion.

Catholic teaching prohibits actions which violate respect for the dignity of the human person. Students whose actions are considered by the school to violate this respect, including those of a demeaning, harassing, derogatory, racist, or discriminatory nature, whether communicated by word or deed, in-person or electronically, by gesture, image or in any other manner, will result in disciplinary action, which may include suspension and/or expulsion from school. Parents/guardians are to support this guideline in their relationships with school employees, students and their families; failure to do so may result in the parents/guardians being asked to withdraw their children from the school.

It is the mission of St. Pius X Catholic High School to ensure that each student has a successful school experience in a safe and supportive environment. Personal honor, integrity, and respect for others are expected of all students. In order to assist the student members of the St. Pius X community in their attempt to live within the spirit of these expectations, guidelines for their personal conduct and penalties for failure to follow these guidelines are in place. These penalties can consist of detentions, work crew, suspensions, withdrawal or expulsion.

Students and parents should realize that the regulations listed are not all inclusive. There are other things that a student may do, e.g., frequent unexcused absences, unwillingness to cooperate with teachers, consistent failure to do work, a consistently negative and rebellious attitude, or any behavior considered detrimental to the community as a whole, which will call for a review by the Discipline Committee and may lead to punishment or dismissal. The administration reserves the right to determine the severity of the situation and punishment at the time the incident occurs.

### **Parental Support**

As our students' primary educators, parents are to support the school's discipline policies and procedures in their relationships with school employees, students, and their families; failure to do so may result in the parents being asked to withdraw their children from the school.

### **Communication for Discipline Issues**

The yellow discipline referral slip highlights situations which often require a penalty of more than 1

detention and requires a parent signature indicating a discussion has occurred between parents and the student about the student's concerning behavior. When students receive a yellow discipline referral slip, they will be required to have it signed by their parents or guardians and returned to the Dean of Students' Office the following day; the yellow slip constitutes communication. Furthermore, students are responsible for communicating with their parents regarding discipline issues. Discipline history, including salmon-colored detentions signed by the student, is available to parents in PowerSchool. In cases of more severe disciplinary infractions or Honor Council referrals, parents may contact the Dean of Students' office at the following email address - [deanofstudents@spx.org](mailto:deanofstudents@spx.org).

### Disciplinary Consequences

The following chart offers an overview of the disciplinary consequences at St. Pius X and how they relate to one another. More details about each follow in the narrative below.

Description	Consequence	Relationship to other consequences
<p>Detentions are given to students who do not uphold the rules, regulations and policies of the school. Detentions are held after school daily and last 30 minutes.</p> <p>Detentions are written on one of two colors as follows: <i>salmon</i> (for standard infractions) or on <i>yellow</i> (for infractions that require a student meeting with a Dean and a parent signature on discipline form).</p>	<b>Detention</b>	<p>Upon receipt of the 6<sup>th</sup> detention, a student must attend mandatory Saturday School. If another 6 are accrued, another Saturday School will be required.</p>
<p>Saturday School is held once per month from 8:00 am to 11:00 pm, with a fee of \$30. Students may be required to perform maintenance work around the campus (inside or outside) or to observe silent reflection time as directed.</p>	<b>Saturday School</b>	<p>Two Saturday Schools at any point in the academic school year will lead to a discipline contract.</p> <p>Continued failure to comply with the policies of the handbook may result in expulsion from the school, which in the school's discretion, may or may not involve a disciplinary hearing.</p>

<p>Discipline contracts provide students who consistently fail to meet behavioral expectations with a higher level of accountability. They are assigned a faculty discipline mentor, who will meet with the student weekly. Contracts will remain in force until such time that the Deans of Students and the student's faculty mentor agree that the student has shown the ability to respect and comply with the expectations, policies, rules and regulations of St. Pius.</p>	<p><b>Discipline Contract</b></p>	<p>Students are placed on a discipline contract when they reach 12 detentions in an academic year or as a result of the recommendation of the Deans of Students and/or Discipline Committee.</p> <p>The student on contract will be subject to a hearing before the Discipline Committee should he/she continue to accumulate additional detentions or be involved in a single more egregious rule violation.</p>
<p>Discipline Hearings are convened by the Dean of Students to review a student's status at St. Pius X Catholic High School. The Discipline Committee of five teachers and the three Deans of Students conduct the review.</p> <p>Conferences/Meetings are restricted to parents and/or legal guardians only.</p> <p>Out-of-school suspension is assigned to students who await the results of a discipline hearing.</p>	<p><b>Discipline Hearing</b></p>	<p>Students may be called for a hearing before the Discipline Committee for a number of reasons:</p> <ul style="list-style-type: none"> <li>• A student on a discipline contract continued to accumulate detentions or was involved in a more serious violation.</li> <li>• A student received a 3<sup>rd</sup> Honor Council Referral (see Honor Council section of this handbook).</li> <li>• A student received a 2<sup>nd</sup> substance infraction (see Substance Abuse section of this handbook).</li> <li>• A student was involved in a single act of sufficient severity to warrant a hearing, including, but not limited to assault, theft, sale or distribution of substances, or other illegal activity.</li> <li>• The school in its discretion may choose to move directly to a Discipline Hearing for any infraction.</li> </ul>

Disciplinary suspension is the temporary removal of students from academic and extracurricular participation.	<b>Disciplinary Suspension</b>	Disciplinary suspensions are imposed by the school as a serious penalty. Suspension is served either in-school or out-of-school.
Expulsion is considered a termination of enrollment.  All disciplinary actions taken by the school shall be preceded by internal procedures and supported by defensible records.	<b>Expulsion</b>	Expulsion shall be used in response to an egregious offense or as a final measure in response to continuous accumulation of disciplinary offenses. Expulsion is one of the recommendations available to the Discipline Committee.

### **Detentions**

Detentions are given to students who do not uphold the rules, regulations and policies of St. Pius X Catholic High School. Detentions are cumulative August – May each school year. Parents have access to conduct, attendance and grades on the PowerSchool Parent/Student Portal through the St. Pius X website, [www.spx.org](http://www.spx.org). If questions are not answered after a review of the PowerSchool Parent/Student Portal, contact the Dean of Students for clarification.

Detentions are to be served after school the day after the student receives his/her penalty. The detention begins at dismissal and lasts 30 minutes in length, Monday through Thursday. There will be no exceptions to this unless there is a note from the medical/dental office that verifies a long-standing medical or dental appointment for the student on the day of the detention. Students who have to work, participate in carpool, attend tutoring, attend practices of any type, or have athletic competitions, etc. are not excused. Students who do not serve their detention on their appointed day will have the penalty doubled.

The Deans of Students will support detentions issued by faculty or staff members issued in a manner consistent with the policies of the school. Students who have a question about a detention issued by a faculty or staff member may approach that individual for a respectful discussion about the situation and subsequent detention. Any adjustments to the detention must be addressed with the Dean of Students by the faculty or staff member. A detention may not be revisited or adjusted after 1 week has passed.

Because of the expectations for students involved in specific school programs (e.g. athletics, extracurricular and co-curricular activities), other sanctions (apart from those outlined in this handbook) may be incurred for violations of the regulations for student conduct.

### **Saturday School**

Upon receipt of the 6<sup>th</sup> detention, and subsequent counts of 6, a student will be required to attend mandatory Saturday school, held once per month from 8:00 am to 11:00 pm, with a fee of \$30 per student payable via FACTS at the time Saturday School is served. The Principal and/or the Dean(s) reserve the right at any time to assign Saturday school to students who have other disciplinary violations. Detentions are cumulative from August to May each school year. The student record will then reflect the served Saturday school. If a student does not report to Saturday school as scheduled he/she will be out-of-school suspended from school on the Monday following Saturday school and must meet with the Deans for other instructions prior to returning to school; those students must still serve their Saturday school at the next available date. Should students qualify for Saturday school, but not be required to attend (i.e. mandatory

distance learning, conclusion of school year), the \$30 fee will still be assessed via FACTS.

Saturday School is a form of punishment and students may be required (but are not limited to) to perform maintenance work around the campus (inside or outside) or to observe silent reflection time as directed by a faculty/staff member depending on the facility needs at the time. *Sporting events (SPX or club), SAT/ACT practice tests and/or prep courses, conflicts with the family's schedule, and jobs/community service do not qualify for postponement. Archdiocesan sacramental requirements and documented, out-of-town travel for the student are the only considerations for postponement; if the postponement comes at the end of the school year, the student may be responsible for serving hours over the summer.* The \$30 fee (per student, per assigned Saturday school) includes not only supervision fees, but also the cost of maintenance supplies used to complete any duties and work assigned for Saturday School. Students are to report to the Donnellan Center by 8:00 a.m. and may be picked up at 11:00 am.

from the Donnellan Center. Please refer to your family/student email account for complete details prior to your Saturday school service.

Students should wear clothes appropriate for manual labor (indoor and/or outdoor). Jobs might include: trash pick-up around campus, washing windows, cleaning out storage areas, cleaning up the stadium or gym (following home games), or other similar tasks. Students are to bring *work gloves for heavier work details*. Students are allowed to bring a small snack and drink. Cell phones/**Airpods/Earbuds** are not allowed during Saturday school for any reason. Regular disciplinary procedures and penalties will apply.

### **Disciplinary Suspension**

Disciplinary suspension is the temporary removal of students from academic and extracurricular participation. Suspension is served either in-school or out-of-school. Students who are serving in-school suspension must report to school to the Dean of Students office on the day(s) of their suspension in uniform. The student(s) will be assigned to a separate room where they will complete their assigned course work. They will not participate in their classes nor may they attend extracurricular activities for the duration of their suspension. In-school suspension students may be expected to pay the expense for a substitute teacher to supervise the day(s). Students who serve out-of-school suspension may not attend classes, be present on campus, and participate in extracurricular activities on or off campus for the duration of their suspension.

This very serious penalty may be imposed by the Principal or the Deans. Tests and assignments that are due on the day(s) of out-of-school suspension become due the day the students return to their regular school routine. During in-school suspension tests and assignments are completed per the teachers' instructions. Students are responsible for collecting any additional assignments and should be prepared to take any tests or quizzes on the day of their return to class. Any test or quizzes that are missed while they are out on suspension will be made up at the discretion of the teacher. There will be no academic penalties for either out-of-school or in-school suspensions.

### **Expulsion**

As a definition, expulsion is considered a termination of enrollment. Expulsion shall be used in response to an egregious offense or as a final measure in response to continuous accumulation of disciplinary offenses. Expulsion results from repeated refusal to obey school rules or from conduct which endangers self and others, property, health or safety of others, and expulsion is deemed to be in the best interest of the school community. One serious offense may also be cause for expulsion.

On occasion, students may not be invited to return to school for behavior and/or academic reasons. These students are not considered expelled. The Administration of St. Pius X reviews all information available

regarding behavior and/or academic performance and makes the final decision.

All disciplinary actions taken by the school shall be preceded by internal procedures and supported by defensible records.

### **Expulsion Procedures**

In those cases of serious breach of discipline which demand immediate review but are determined by the school in its discretion to be cause of immediate expulsion, a disciplinary committee will be convened to examine the specific details of the situation. This committee is composed of the Deans of Students and a panel of faculty members. The Principal is not part of the disciplinary committee.

**Only legal guardians or parents may attend a disciplinary hearing.** The student(s) and his/her parent(s) will be permitted to answer questions and present evidence in order to clarify the details of the case for the disciplinary committee.

After the meeting is completed, the committee will submit its recommendation to the Principal for consideration. The final disciplinary action decision rests with the Principal. Parents may appeal expulsion to the Superintendent of Catholic Schools, for review of the decision within 10 school days. Students remain suspended out of school until a final decision has been reached regarding the appeal.

The Disciplinary Committee makes a recommendation which might include: expel or not to expel the student (other disciplinary suggestions will be outlined to accompany this recommendation).

Before the hearing is held, the parents and student are informed of the possible recommendations of the committee and once the hearing date and time are set that the student does not have the right to voluntarily withdraw.

If the decision to expel the student is made, the parents are notified in writing. When a specific disciplinary issue arises from outside of a school resulting in direct repercussions for a school of the archdiocese, the principal(s) involved must immediately contact the superintendent. In those cases, the individual school(s) should follow their handbook procedures in order to ensure fair process and notification in assigning discipline. However, in cases involving students from more than one archdiocesan school and where expulsion could be considered, the Disciplinary Committee is convened and makes a recommendation to the superintendent. The decision for expulsion or other disciplinary action in such cases rests with the superintendent.

For students leaving SPX, the student's discipline summary letter will reflect the details of the departure as follows: "withdraw while neither suspended nor expelled," "withdraw pending a hearing," "withdraw while suspended," "withdraw following a hearing," or "expulsion."

In certain circumstances, the Administration may expel a student without a Discipline Hearing. All disciplinary actions taken by the school shall be preceded by internal procedures and supported by defensible records. Appeal of expulsion must be made in writing by the parents to the Superintendent within 10 school days per Archdiocesan Policy #5470. The student will remain suspended out of school until such time when a final decision is reached.

### **Discipline Contract**

Students are placed on a discipline contract when they reach 12 detentions or as a result of the

recommendation of the Deans of Students and/or Discipline Committee. Parents will be notified in writing when their student is placed on a discipline contract by one of the Deans of Students. Signed contracts (as well as all official school documents) must be returned to the Dean of Students Office within 2 (two) school days of receipt to avoid further disciplinary penalties. Contracts will remain in force until such time that the Deans of Students and the student's faculty mentor agree that the student has shown the ability to respect and comply with the expectations, policies, rules and regulations of St. Pius X High School as set forth in the student handbook. At that time, a recommendation may be made for the student to be released from the discipline contract. Any student who is on contract may not serve in an elected student government position, or represent his/her class/club on either homecoming court or be elected as king/queen of homecoming or prom. Any student holding such an office must resign at the time the contract is issued. Should a student on contract continue to disregard the conduct policy as outlined in his/her discipline contract, he/she will appear before the discipline committee to determine continued enrollment at St. Pius X High School.

### **Discipline Contract Requirements**

- The student will obey and be respectful of all school rules.
- The student will attend weekly meetings with an assigned SPX teacher mentor.
- The student will be subject to a hearing before the Discipline Committee should he/she continue to accumulate additional detentions or be involved in a single more egregious rule violation. (In the case where a student has already appeared before the Discipline Committee, regardless of previous offense, it nullifies the hearing mentioned above. Consequences outlined in the *original* Discipline Committee meeting will be enforced and could then include additional detentions, social probation, suspension, withdrawal or expulsion.)
- If your student is an athlete, fine arts performer, or involved in an extracurricular activity, he/she will also miss 20% of the regular season's competitions, performances, or events at the first available opportunity. The student is fully responsible for speaking with the coach, advisor, or moderator about the discipline contract. Coaches, advisors, or moderators may, at their discretion, have penalties beyond the school-imposed penalties.
- Additional restrictions may be enforced per the student handbook, or by a team, club, or organization.
- A student who continues to disregard the behavioral expectations of St. Pius X Catholic High School will appear before the Discipline Committee, as such behavior indicates the student does not respect or accept the requirements of the contract, or the rules of our school. Consequences could include additional detentions, social probation, suspension, withdrawal or expulsion.
- A student who appears before the Discipline Committee for the *first time* because of discipline contract violations could receive additional detentions, social probation, suspension, request to withdraw or expulsion.
- As a result of being placed on a discipline contract, any work study student is subject to the loss of financial aid upon review by the school administration. When a student is placed on a discipline contract, he/she is immediately assigned to a teacher mentor with whom he/she must meet every Thursday afternoon, immediately after school. A discipline contract student must attend this meeting unless he/she is ill or has a conflict with a medical appointment. Students must notify the assigned teacher mentor 24 hours in advance in order to miss a meeting, or before leaving school if dismissed from the clinic.
- Students who enter into a discipline contract and/or substance contract are prohibited from holding a class or school office (president, vice-president, class rep, etc.). Additionally, students on contract cannot represent a class, club, or sport on a homecoming court or other school related representation. If an office is held at the time the student enters into a discipline contract and/or

substance contract, the student must resign from said office.

- It is extremely important that the student be on time for these meetings each week. Should the student miss a meeting with the assigned SPX teacher mentor without 24-hour advance notification, the teacher mentor will notify the Dean of Students Office and a yellow referral form will be written up. A first offense constitutes a WARNING. Subsequent missed meetings result in detentions or more significant penalties based on a review of the student's situation. 24-hour advance communication is mandatory should the student need to miss a meeting for any reason. Sickness the day-of requires an email to the teacher mentor during the course of the school day, or via email or in person prior to checking-out from the Clinic. Repeated notifications to miss meetings will not be tolerated and will result in additional penalties

## **REGULATIONS**

### **General Behavior**

Students are expected to cooperate with all school personnel and with each other, and to behave appropriately at all times, especially at school functions (on or off campus). Students can be disciplined for conduct, whether inside or outside of the school, that is detrimental to the reputation of the St. Pius X Catholic High School.

1. St. Pius X Catholic High School has a concern with students whose conduct on or off our school campus brings discredit or harm to the name of the school or the reputation of its student body. Therefore, such conduct or behavior which is in opposition to our Catholic philosophy and moral standards, on the part of our students, could require a penalty or dismissal from the school.

Students must adhere to St. Pius X's regulations for student conduct at all times, including but not limited to the time they leave home for school until they return home in the afternoon. Any misbehavior or conduct unbecoming a St. Pius X student which goes against Christian values in public places, including the Internet, electronic devices or in vehicles of any sort that is reported to the school will be subject to investigation and penalty. Students may not bring discredit to the name of St. Pius X.

Penalty: detentions, Saturday School, suspension or expulsion dependent upon the situation.

2. It is considered a serious offense if students deliberately cause a disturbance on another campus. Any offense taking place on other school property shall be considered the same as if such actions were to take place on our campus, especially at Marist, Blessed Trinity, and St. Mary's Academy because of the special relationships we share.

Penalty: detentions, Saturday School, suspension or expulsion dependent upon the situation.

3. Students are expected to maintain order in the school at all times. Students who repeatedly cause disturbances in class are liable to be expelled from the class. This may result in loss of credit for the course. Causing a disturbance in the library, another study area or the cafeteria will likewise result in expulsion from that area as well as other disciplinary action. Penalty: detentions, Saturday School, suspension or expulsion dependent upon the situation.

4. Students are not allowed to order any type of food or drink to be delivered to the school during school hours, including, but not limited to: Doordash, Uber Eats, friends, parents, etc. Penalty: detentions, Saturday School, suspension or expulsion dependent upon the situation.

5. The use of inappropriate, abusive, or profane language is strictly prohibited on our campus, at games on



another school's campus, or at off-campus activities sponsored by St. Pius X Catholic High School. Repeated violations may result in further disciplinary action, up to and including suspension or expulsion  
Penalty: Yellow incident referral.

6. Fighting is strictly prohibited before, during, and after school between our students, or between our students and others. If a student makes a choice to get involved in a physical confrontation with another student, then he/she makes the choice to accept the consequences. Students should be aware that the penalty for fighting will be imposed on all participants equally.

Penalty: detentions, Saturday School, suspension or expulsion dependent upon the situation.

7. Students may not leave the campus between arrival at school and the end of the school day unless they have received early dismissal permission or are on a school-supervised outing. Permission for early dismissal must be requested by a parent and must be obtained by the end of the first period from the attendance office. Students may not leave school, even with permission, after 2:35 pm. Students who are truant from school will be suspended and called before the discipline committee. Penalty: detentions, Saturday School, suspension or expulsion dependent upon the situation.

8. Students must arrive on time for the first period class each day. Students are expected to be in all classes, study halls, and homerooms, etc. on time. Penalty: detentions, Saturday School for repeated offenses, potential loss of credit for class, further disciplinary action may be determined by the school, up to and including suspension or expulsion.

9. Students are not permitted to walk around or loiter in the halls during the school day, nor are they permitted to loiter in restrooms or empty classrooms during the school day. Students may never remain at any location on campus unattended during the school day. Students may not recline or lie down on campus unless they are in the school clinic.

Penalty: detentions, Saturday School for repeated offenses, further disciplinary action may be determined by the school, up to and including suspension or expulsion.

10. During school hours, students may not be in areas considered "off limits," unless directly supervised by a faculty/staff member. These areas are

- the front lawn and the lawns directly under classroom windows and outside the gym;
- benches and picnic tables by the Donnellan Building;
- all parking lots; any steps around the buildings;
- all athletic fields, the stadium, and the gym (except when directly supervised by a teacher);
- all wooded areas around the school building; and
- the stage and auditorium.

Penalty: detentions, Saturday School for repeated offenses, further disciplinary action may be determined by the school, up to and including suspension or expulsion.

11. At any given time, in any restroom on the school campus, there should be no more than one student in a restroom stall. If more than one student is found to be in a restroom stall, penalties will be incurred.

Penalty: detentions, discipline hearings, Saturday School for repeated offenses, further disciplinary action may be determined by the school, up to and including suspension or expulsion.

12. Students may enter the school campus as early as 6:30 a.m. and may enter the cafeteria at that time. They may only be in the school building on regular school days between the hours of 7:15 a.m. and 3:30 p.m. Schedules will differ on late start days. Students need to move to the library, cafeteria, or scheduled

athletic practice no later than 3:30 p.m. Any students remaining on campus after 3:30 p.m. should wait in the cafeteria or library (until it closes) for their transportation. St. Pius X strongly discourages leaving campus for any reason while waiting for transportation. The school doors are on an automatic timer. Students who attempt to gain access to the building after the doors have locked must enter from the main school building entrance. Pounding, knocking on doors and requesting admission through any other school door, window, or egress is not permitted. Outside of these days or times students may only be in the school building if accompanied by a teacher or coach. Penalty: detentions, Saturday School for repeated offenses.

13. Food and drinks are not allowed in any area of the school building at any time before, during or after the school day apart from the cafeteria. Seniors are allowed to eat in Maloof Plaza and the Senior Courtyard. College 101 groups are allowed to eat in the Counseling Office. Grades 9 - 11 may only eat lunch in the cafeteria. Penalty: detentions, Saturday School for repeated offenses.

#### 14. Water Bottles

Students will be allowed to have a water bottle during the school day provided it meets the following parameters:

- Must be a plastic or metal bottle, no more than 32 oz. The Roar Store will have water bottles available for purchase.
- Absolutely no glass containers.
- Must have a secure screw-top, leak proof lid like a Nalgene or Camelbak.
- No offensive logos or logos that promote drugs, alcohol, or tobacco.
- A regular, generic, disposable water bottle (to include types like Dasani, Deer Park, Publix, Kroger, etc.) type of water bottle is acceptable.
- Clear, pure water only is allowed in the bottle. Absolutely no Gatorade, Powerade, flavoring (no lemonade, tea, coffee, etc.) or coloring of any kind (like Mio or Crystal Light) is allowed.
- No fast food cups, coffee cups, gas station cups, etc. of any kind.
- Absolutely NO water bottles during any assembly, including Mass.
- Your water bottle can be checked by any faculty or staff member at any time. Remember that alcohol of any kind is never allowed on this campus at any time.
- If there are any distractions or problems with the bottles, discipline penalties will apply.
- Property damage caused by your water bottle or misbehavior with your water bottle will be your responsibility for restitution.

Penalty: detentions, Saturday School for repeated offenses, further disciplinary action may be determined by the school, up to and including suspension or expulsion.

15. The chewing of gum and/or spitting of any type in the school building, sidewalks or on the breezeway is not permitted.

Penalty: detentions, Saturday School for repeated offenses, further disciplinary action may be determined by the school, up to and including suspension or expulsion.

16. Students may not sell tickets, candy, or other products in school.

Penalty: detentions, Saturday School for repeated offenses, further disciplinary action may be determined by the school, up to and including suspension or expulsion.

17. Students are required to turn in all official forms with parents' signatures within 2 school days or on the dates specified by all school offices. This includes, but is not limited to class syllabi, discipline contracts, registration materials, etc.

Penalty: detentions, Saturday School for repeated offenses, further disciplinary action may be determined by the school, up to and including suspension or expulsion.

18. Students are in violation of school policy and the Honor Code for falsifying signature(s) of parent(s), guardian(s), or others, even when directed by those individuals. Students are accountable for obtaining appropriate and original signatures of parents/guardians when necessary. Penalty: detentions, Saturday School for repeated offenses, further disciplinary action may be determined by the school, up to and including suspension or expulsion); appearance before the Honor Council.

19. Students are required to come prepared for class which includes but is not limited to bringing books, homework and classroom supplies as directed by the teacher each day. As part of the preparation for class, students are to remain awake and attentive. If the student is habitually unprepared for class, it is left to the teacher's discretion if the grade will be affected.

Penalty: detentions, Saturday School for repeated offenses, potential loss of credit for class, further disciplinary action may be determined by the school, up to and including suspension or expulsion.

20. Students are expected to serve all detentions the day after they receive their penalty. Students may not do homework or sleep during detention. Cell phones are strictly prohibited.

Penalty: detentions, Saturday School for repeated offenses, further disciplinary action may be determined by the school, up to and including suspension or expulsion.

21. Students are to wear their uniform appropriately and within the guidelines stipulated in the handbook. Penalty: detentions, Saturday School for repeated offenses, further disciplinary action may be determined by the school, up to and including suspension or expulsion.

22. Gambling (e.g., pools concerning athletic contests) and coin-pitching, betting, and any other form of gaming are prohibited.

Penalty: detentions, Saturday School for repeated offenses, further disciplinary action may be determined by the school, up to and including suspension or expulsion, appearance before Discipline Committee.

23. Students are never to give their locker combination to others. Only appropriate decorations, secured by magnets, are permitted inside the lockers. Lockers are not to be jammed in any way that prevents their closing because this may permanently damage the locking mechanism and allow for inappropriate access by other students. Penalty: detentions, Saturday School for repeated offenses, further disciplinary action may be determined by the school, up to and including suspension or expulsion.

24. Students are not allowed to have visitors on campus during regular school hours, including lunch periods, unless permission has been granted by the administration. Students from other schools (other than SPX alumni) are not allowed on campus during school hours and will be asked to leave. Refer to the Communications Section: Visitors on Campus policy.

Penalty: detentions, Saturday School for repeated offenses, further disciplinary action may be determined by the school, up to and including suspension or expulsion.

25. Every student must have their current school year SPX Student ID card on their person at all times. Misuse of the ID card (e.g., sharing your card with others for them to use, stealing a card from another, using another person's ID card) may result in an Honor Council referral. Further penalty: detentions, Saturday School for repeated offenses, further disciplinary action may be determined by the school, up to and including suspension or expulsion.

26. St. Pius X does not condone or allow pranks; jokes; skip days; or destructive, physical, and/or potentially dangerous games (such as the game referred to as “Assassin”) for any students, including seniors during the final days of spring semester. Penalty: detentions, Saturday School for repeated offenses, further disciplinary action may be determined by the school, up to and including suspension or expulsion. (Archdiocese of Atlanta Office of Catholic Schools Policy #5220)

### **Personal Safety and Health: Alcohol, Drugs, and Tobacco Products**

Parents and students should be aware that Georgia law has established a school safety zone which includes the schools and areas within 1000 feet of those schools, in which tobacco products, drugs, alcohol, “palcohol” (powdered alcohol), nicotine patches and weapons are strictly forbidden. St. Pius X is a drug, alcohol, tobacco free campus at all times and during all events.

**Pursuant to Archdiocesan Policy #5500** - If the school believes a student has been involved in possible illegal activity, including, but not restricted to suspected use or possession of drugs, illegal substances, abuse of social media, weapons, or stolen property, it may choose to conduct a search of a student’s belongings, including, but not restricted to purse, book-bag, locker, and/or vehicle. The school reserves the right to request police assistance in these investigations if it so chooses. **Parents will be contacted by the school in the event that police assistance is requested.**

The use, possession, sale, purchase, or distribution of illegal drugs, alcohol, “palcohol”, nicotine patches, tobacco products (including, but not limited to “spice” and/or “herbal supplements” designed to mimic or produce effects similar to illegal substances), vapes, Juuls, electronic cigarettes and accompanying liquid solutions on or off our campus at any time, including but not limited to personal and/or after-school functions, is strictly prohibited. A school function is any activity in which the name of St. Pius X is used whether the activity takes place on school grounds or not. The amount of alcohol/“palcohol”/drugs/tobacco/nicotine patch/vapes/paraphernalia is irrelevant and any possession is prohibited.

Students who demonstrate by their behavior that they may be involved in illegal use of drugs and/or alcohol will be subject to a random drug test ordered by a member of the administration. In addition, students who are associated with other students in possession of alcohol, drugs, vapes, Juuls, or any tobacco products in any vehicle or at any off-campus event are subject to the same disciplinary penalties.

If the student refuses help or will not agree to abide by the school's policies, he/she will NOT be permitted to remain in the school community.

Penalty: Use or possession of drugs, alcohol, drug-related paraphernalia, tobacco or electronic cigarettes/vapes/Juuls and accompanying liquid solutions may lead to suspension or expulsion. For sale, purchase, or distribution: expulsion. The administration reserves the right to determine the school's response at the time of the incident or at the time the incident is reported to school administration. Local Authorities may be contacted.

St. Pius X requires that a student involved in, in possession of, or associated with the illegal use of drugs, alcohol or “palcohol” will participate in a school-approved professional assessment. Then the student, along with his/her parents, will meet with a team from St. Pius X which has been assembled by the Principal. This team will review the required professional assessment and establish a contract for continued attendance at St. Pius X. The contract will be based on abstinence, prescriptive therapy, and ongoing random drug testing (at parents' expense) with results being shared with St. Pius X. This contract will remain in effect for the duration of the student's matriculation at St. Pius X.

The use or possession of a dangerous weapon or explosive compound is strictly prohibited on our campus at any time, including after-school functions. This includes, but is not limited to, all types of fireworks. St.

Pius X reserves the right to search any vehicle or item that is brought onto campus. Penalty: detentions, Saturday School, suspension or expulsion dependent upon the situation. Local police may be contacted.

The use, possession, sale, purchase, or distribution of illegal falsified identification is in violation of St. Pius X Catholic High School policy. If the student refuses to abide by the school's policies, he/she will NOT be permitted to remain in the school community. Penalty: For use or possession of illegal falsified identification: Honor Council violation with possible suspension, referral to the Discipline Committee, or expulsion. For sale, purchase or distribution: expulsion. The local police may be contacted.

## **Respect**

Personal honor, integrity and respect for others are expected at all times of every student.

1. Catholic teaching prohibits actions which violate respect for the dignity of the human person. Actions considered by the school to violate this respect, including those of a demeaning, harassing, derogatory, racist, or discriminatory nature, whether communicated by word or deed, in-person or electronically, by gesture, image or in any other manner, will result in disciplinary action, which may include suspension and/or expulsion from school. Students, parents, and guardians are to support this guideline in their relationships with school employees, students and their families. Parents failing to meet this expectation may be required to withdraw their children from the school; Students who fail to meet this expectation may be subject to expulsion.

2. Students shall conduct themselves with due respect toward one another and faculty/staff members at all times. Penalty: detentions, Saturday School, suspension or expulsion dependent upon the situation.

3. It is considered a serious offense if students harass faculty and staff of St. Pius X High School (on or off campus), or if they invade their privacy by disturbing them at their homes, on their cell phones or on the Internet. Penalty: Honor Code violation, with detentions, Saturday School, 1 to 3 days suspension or expulsion.

4. The hazing or initiation of any student in the school or as part of any athletic team or extracurricular group or team is strictly prohibited. Penalty: Honor Code violation, with detentions, Saturday School, 1 to 3 days suspension; dismissal from the team or expulsion from school.

5. Students are required to show responsible and respectful behavior in the cafeteria and to the cafeteria staff. Students misbehaving or not cleaning up after themselves will be penalized. Penalty: detentions/Saturday School for repeat offenders.

6. Students may express their points of view provided they do not seek to coerce others to join them in their mode of expression and provided they do not intrude on the rights of others. All meetings and assemblies on the campus, as well as the distribution of literature or buttons and/or display of materials, must have the prior approval of the Administration. Penalty: detentions, Saturday School, suspension or expulsion depending upon the situation.

## **Harassment/Bullying (Archdiocese of Atlanta Office of Catholic Schools Policy #5210)**

Harassment occurs when an individual is subjected to treatment that is hostile or intimidating because of the individual's perceived differences including, but not limited to race, creed, color, national origin, physical or mental impairment or sex. Harassment can occur any time during or after school or during school related activities. It includes, but is not limited to, any and all of the following:

*VERBAL HARASSMENT/BULLYING:* Derogatory comments and jokes, threatening words spoken to

another person.

*PHYSICAL HARASSMENT/BULLYING:* Unwanted physical touching, contact, assault, deliberate impeding or blocking movements or any intimidating interference with normal work or movement.

*VISUAL HARASSMENT/BULLYING:* Derogatory, demeaning or inflammatory posters, cartoons, written words, drawings or gestures.

*CYBERBULLYING:* Any form of harassment shared or transmitted electronically.

It is imperative to maintain an educational environment that encourages optimum human growth and development. Respect for the dignity of each person is essential to Catholic tradition. It is vital that each school program maintains a learning and working environment free of any form of harassment or intimidation of students by any other student, lay employee, religious, or priest. The school will treat allegations of harassment/bullying seriously and will review and investigate such allegations in a prompt, confidential, and thorough manner. Substantiated acts of harassment are an Honor Code violation and will result in disciplinary action up to and including expulsion. Students found to have filed false or frivolous charges will also be subject to disciplinary action, up to and including expulsion.

It is the students' responsibility to:

- Conduct themselves in a manner which contributes to a positive school environment
- Avoid any activity that may be considered discriminatory, intimidating or harassing.
- Immediately report all incidents to a supervising adult.
- Discontinue the inappropriate conduct immediately when informed that he/she is perceived as engaging in intimidating, harassing or unwelcome conduct.

St. Pius X Catholic High School has an absolute "NO RETALIATION" policy in regards to any discipline issues regardless of persons involved. Appropriate disciplinary penalties will apply to anyone involved in any form of retaliation.

- Verbal warning/reprimand and apology to the victim,
- A parent/student/principal conference,
- Written warning/ reprimand & parent notification, entered in the student's file,
- Honor Code referral
- Detention or removal from selected school activities and/or extracurricular activities,
- Behavior/probation contracts, possibly requiring professional intervention,
- Suspension or Expulsion.

### **Sexual Harassment and Sexual Violence Policy**

St. Pius X Catholic High School is firmly committed to providing a safe, positive learning and working environment for everyone in the school. For this reason, and in keeping with the goals and objectives of Catholic education, St. Pius X High School expressly prohibits sexual harassment and sexual violence in the school environment. This policy re-emphasizes the personal dignity of the individual and fosters positive sexual attitudes and respect for others.

### **Sexual Harassment Defined**

For the purpose of this policy, sexual harassment includes the following specific instances: verbal sexual abuse; disseminating obscene or sexually explicit material, whether in form of music, written lyrics, pornographic pictures or other literature, or having such material in one's possession in the school, on school grounds, or at school-sponsored activities; obscene or sexually explicit graffiti anywhere in the school or on the school grounds; continuing unwanted written or oral communication directed to another of a sexual nature; spreading sexual rumors/innuendoes; obscene T-shirts, hats or buttons; touching

oneself sexually in front of others; obscene and/or sexually explicit gestures; inappropriate exposure of body parts and any other inappropriate behavior of a sexually explicit or obscene nature that demeans or offends the recipient. The above list is not meant to be all-inclusive, but is intended to provide guidance as to what may constitute sexual harassment. Isolated trivial incidents are not sufficient to constitute harassment and will be handled according to the student behavior code.

Allegations of any type of harassment are to be reported to the teacher and the Principal. Parents of both the offender and the victim will be informed of the allegations. The matter is to be kept confidential by all parties involved, and every effort will be made to protect the alleged victim from retaliation. The parents of both the offender and the victim are obligated to cooperate in remedying the situation.

If the allegations are substantiated, disciplinary actions will be taken. These will depend on the nature, frequency, and severity of the action, the ages of the offender and victim, the history of similar actions by this individual, and the circumstances in which the harassment occurred. Possible disciplinary actions may include but are not limited to any or all of the following:

- Verbal warning/reprimand and apology to the victim,
- A parent/student/principal conference,
- Written warning/ reprimand & parent notification, entered in the student's file,
- Honor Code referral
- Detention or removal from selected school activities and/or extracurricular activities,
- Behavior/probation contracts, possibly requiring professional intervention,
- Suspension or Expulsion.

### **Sexual Violence**

Sexual violence is handled separately because of its potential criminal nature. If an incident of sexual violence occurs, the principal or other school authority is required under state law to report the incident (GA. Code Section 19-7-5) that sexual abuse or violence has occurred involving a child less than eighteen years of age. The Archdiocesan Department of Catholic Education will be contacted immediately in these situations.

Generally sexual harassment should be construed as sexual violence when: the recipient is physically touched without his/her consent in a sexual manner; is expressly threatened or perceives a threat of physical harm for purposes of the offender's sexual gratification; or is the victim of sex offenses under Georgia law. In these cases, the Department of Human Services and the police will be contacted immediately.

### **Hazing (Archdiocese of Atlanta Office of Catholic Schools Policy #5215)**

Hazing is defined as any act committed against someone joining or becoming a member or maintaining membership in any organization that is humiliating, intimidating or demeaning, or endangers the health and safety of a person.

Hazing includes active or passive participation in such acts and occurs regardless of the willingness to participate in the activities. Hazing creates an environment and school climate in which dignity and respect are absent and therefore is contrary to the teachings of the Catholic Church.

No student, parent, teacher, administration or volunteer shall permit, condone or tolerate hazing. This policy applies to hazing behavior that occurs on or off school property and during and after school hours.

Invitation into campus organizations, athletic teams, and other activities undertaken by such organizations

or individuals must be consistent with the stated purpose of the organizations and the educational mission of the schools of the Archdiocese of Atlanta. Any activities that may be construed as hazing are prohibited. A person who engages in an act that violates school policy or law in order to be initiated into or affiliated with a student organization shall be subject to discipline for that act.

Students found to be in violation of this policy are subject to discipline which may include but is not limited to detention, suspension or expulsion from the school. The Archdiocese of Atlanta will act to investigate all complaints of hazing and will discipline or take appropriate action against any student, parent, teacher, administrator or other archdiocesan employee or volunteer who is found to have violated this policy. Civil authorities (Law enforcement and/or DFCS) may also be contacted depending on the nature of the hazing incident.

### **Reporting Procedures**

Any person who believes he or she has been the victim of hazing or any person with knowledge or belief of conduct which may constitute hazing shall report the alleged acts immediately to the building principal. The principal will notify both the Superintendent of Schools and the Office of Safe Environment for the Archdiocese of Atlanta. The Archdiocese of Atlanta will undertake or authorize an investigation by an archdiocesan official or by a third party designated by the Archdiocese.

### **Reprisal**

The Archdiocese of Atlanta will take appropriate action against any student, parent, teacher, administrator, school employee or volunteer who retaliates against anyone who makes a good faith report of hazing, or who testifies, assists or participates in an investigation or hearing about a hazing incident. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

### **Safe Environment**

All employees and volunteers of St. Pius X Catholic High School must participate in the Archdiocesan Safe Environment/VIRTUS Training in order to work with our students.

### **Child Abuse/Neglect (Archdiocese of Atlanta Office of Catholic Schools Policy #5290)**

The State of Georgia requires by law that any Principal, teacher, counselor or other school administrator, employee or volunteer report all cases of suspected child abuse of children less than eighteen years of age. Georgia Law, Code Section 19-7-5, requires the reporting of injuries or neglect of minors, provides immunity for those reporting in good faith and provides a penalty for violation of the law.

### **Social Media**

St. Pius X Catholic High School provides many online resources for student use, and we recognize that in addition to using the internet to access educational materials, many students also use various forms of social media. Social media can be used for good and most students use it appropriately. Students are expected to demonstrate the same standard of respectful behavior toward others online as they are in-person (see Respecting Persons guideline in this handbook).

At St. Pius X Catholic High School, we do not make a practice of reviewing our students' social media activity outside of school hours, but if something is brought to our attention that is believed to be in violation of the school's code of conduct, the school may investigate and respond with appropriate consequences up to and including expulsion. Therefore, we encourage our parents to be diligent in monitoring their child's social media participation to ensure their personal safety and compliance with St. Pius X Catholic High School's social media usage expectations.



# **Honor Code Booklet**

## **Honor Pledge**

## **Mission**

## **What Constitutes an Honor Code Offense?**

- Lying
- Cheating
- Unauthorized Collaboration/Communication
- Plagiarism & the use of AI auto generated text
- Stealing
- Unauthorized Recordings/Photographs
- Harassment/Bullying

## **Institution of the Honor Code**

## **Honor Council Standards**

## **Confidentiality**

## **The Process of an Honor Violation Case**

- Initial Process
- Appealing a Verdict
- Appeal Hearing Process

## **Number of Honor Council Violations**

## **Student Responsibilities**

## **Faculty Responsibilities**

## **Parent Responsibilities**

## **Penalties and Consequences**

St. Pius X Catholic High School  
Honor Pledge

I PLEDGE ON MY HONOR THAT I SHALL ABIDE BY THE RULES AND UPHOLD THE IDEALS OF ST. PIUS X CATHOLIC HIGH SCHOOL AND THE GOSPEL VALUES OF JESUS CHRIST. I WILL PROTECT MY GOOD NAME AND THAT OF MY SCHOOL AND SEE THAT OTHERS DO THE SAME.

HONESTY AND INTEGRITY ARE EXPECTED OF ALL STUDENTS AT ALL TIMES.  
CHEATING, PLAGIARISM, LYING, STEALING AND DAMAGE OR DESTRUCTION OF ANY PROPERTY WILL NOT BE TOLERATED AND WILL BE DEALT WITH IN A SEVERE MANNER.

I WILL CONSISTENTLY DEMONSTRATE IN MY LIFE THE VIRTUE OF JUSTICE AND WILL NOT TREAT OTHERS WITH CRUELTY, CONTEMPT, OR DISRESPECT.

I WILL NOT TOLERATE, AND WILL REPORT, ANY INFRACTION OF THE HONOR CODE BY MYSELF OR ANY OTHER MEMBER OF THE ST. PIUS X COMMUNITY.

### **I. Mission**

St. Pius X Catholic High School believes it is important not only to set high standards of academic and ethical achievement but also to set equally high standards of academic and personal integrity. The primary purpose of the St. Pius X Honor System is to create an atmosphere of honesty, trust, and integrity among the students and faculty members and to foster honorable lives. The Honor Council will enforce the Honor Code, educate students on how to live as honorable people, and recommend penalties for offenses.

### **II. What constitutes an Honor Code Offense?**

A person who violates honor by lying, cheating, unauthorized collaboration and/or communication, plagiarism, stealing, taking/producing unauthorized recordings/photographs, or harassment/bullying goes through the Honor Council process. A person who violates other discipline policies does not go through the Honor Council, but through the discipline system.

- Lying- an attempt to cover up one's own misdeeds or the misdeeds of others; giving false information; misrepresenting the truth
  - \*The use, possession, sale, purchase, or distribution of illegal falsified identification ("fake IDs") is a misrepresentation of the truth and constitutes an Honor Code violation.
- Cheating- deliberately giving, receiving, or copying any unauthorized information on any quiz, test, exam, or other written work; passing off another's work as one's own (including from the Internet)
  - \*Having discussions in advance or carrying notes or other information on one's person while taking a test may constitute an Honor Council violation.
  - \*Falsifying or tampering with substance testing constitutes an Honor Code violation.
- Unauthorized Collaboration/Communication- sharing or exchanging information, news, or ideas with classmates verbally or through the use of an electronic device during any assessment (including a take-home test), writing project, or class assignment
- Students may not present AI-generated text or other AI generated content as their own original work when completing assignments or assessments for St. Pius X.
- Plagiarism- passing off the words or ideas of others as your own work without citing them properly, whether they are published or unpublished
- Stealing- taking something which belongs to another without consent

\*Additionally, damage or destruction of any school property will not be tolerated and may constitute an Honor Council offense (cf. AoA policy #5220).

- Unauthorized Recordings/Photographs- making or receiving any recordings (audio or video) or pictures of faculty, students, assessments of academic assignments.
- Harassment/Bullying- treating others with cruelty, contempt, demeaning remarks, being disrespectful in words or actions.

*"Our core commitment to the Gospel shapes our expectations for moral behavior inside and outside the classroom. We celebrate the gift of diversity and work to foster charity and inclusion in all we do. Any speech or action in violation of this commitment is contrary to the Church's teaching and the mission of SPX and will not be tolerated."*

### **III. Institution of the Honor Code**

At the beginning of every school year, new freshmen students at St. Pius X will recite the Honor Code and sign a statement attesting that they understand and will abide by the code of honor. The Upperclassmen will recite the Honor Code as a refresher. The signed Honor Pledge for each class is displayed in the library hallway for all four years as a reminder of that commitment. Additionally, parents and students alike sign the student handbook each year, which includes the Honor Code.

### **IV. Honor Council Standards**

The Honor Council is composed of seniors, juniors, sophomores, and three faculty advisors. Each spring, students who wish to be part of the Honor Council will submit self-nominations. The list of students will be presented to the faculty for R (recommended) or NR (not recommended) and comments. All candidates must have a 74 or better average and should not be on a discipline contract, academic contract, or a substance contract (discipline track).

Any student who has been convicted of an Honor Code violation is ineligible for the Honor Council, though in extraordinary circumstances, students with a previous Honor Council violation may petition for a review of their application. Honor Council members are expected to be role models, follow school rules, and uphold the principles and values of the Honor Code.

### **V. Confidentiality**

Honor Council members sign an oath of confidentiality at the beginning of each school year and recite the oath before each meeting. The members understand the need for confidentiality regarding the cases that come before them and their deliberations and recommendations. Any Honor Council member who is determined to have discussed any information outside the Council will be dismissed.

Pledge of Confidentiality:

*I promise to keep any names and information that I obtain through the Honor Council meetings in strictest confidentiality. This means I will not discuss any aspects of Honor Council business with friends, classmates, parents, or others - either here at school, at home, in any other setting, or through electronic media.*

All records of Honor Council violations are placed in a student's discipline file and maintained by the Dean of Students Office until the student graduates, when all discipline files are shredded. Discipline files and discipline history are internal school documents only, and are not released beyond St. Pius X.

### **VI. The Process of an Honor Violation Case**

When the Dean of Students is informed about a possible Honor Code violation - by a teacher or student - they will begin an investigation and ask the accused to write a statement regarding the details of the accusation. Should the student confirm their guilt, the Dean of Students may determine the penalty and

complete the case. The Dean of Students may also choose to assign two student co-chairs to the case. The accused student is responsible for immediately discussing the details of the case with their parents; the Dean of Students will follow up with an email confirming the completion of the case and the penalty decision. Parents may email questions to [deanofstudents@spx.org](mailto:deanofstudents@spx.org) for additional information.

A. Initial Process of a Case. The Dean of Students and two co-chairs will meet with the accused to inform them of the charge, clarify the accusation, and review the student's signed and dated written statement.

- If the accused admits to committing an offense while meeting with the student co-chairs, then the student co-chairs will deliberate, plan counseling, and recommend a penalty to the Dean of Students at that meeting. The Dean of Students will follow up with an email confirming the completion of the case and the penalty decision. Parents may email questions to [deanofstudents@spx.org](mailto:deanofstudents@spx.org) for additional information.
- If the co-chairs determine guilt or negligence and the accused accepts the verdict, then the student co-chairs will deliberate, plan counseling, and recommend a penalty to the Dean of Students. The Dean of Students will follow up with an email confirming the completion of the case and the penalty decision. Parents may email questions to [deanofstudents@spx.org](mailto:deanofstudents@spx.org) for additional information.
- **\*\*In the event of tampering with random drug testing sample(s) or bullying/harassment cases, administration will process these cases without the assistance of the student panel.**

B. Appealing a verdict. If the accused chooses to appeal the Council's verdict, the case goes to an appeal hearing. *The student and parents must appeal the initial verdict in writing within 7 days with an email to [deanofstudents@spx.org](mailto:deanofstudents@spx.org) indicating their request for an appeal.* The student co-chairs turn in their checklist to the Dean of Students, who will call the parents of the accused and inform the full Honor Council of the appeal hearing details. The accused may ask for a faculty advocate to accompany them in the appeal hearing and speak to their character. The appeal process is not available for convictions that refer the case directly to the Discipline Committee for review, as the Discipline Committee itself constitutes a review. One example of such a referral to the Discipline Committee is after a third Honor Council referral.

C. Appeal Hearing Process:

- Student co-chairs explain the case to all present.
- All written statements are shared.
- Members ask background questions.
- The accused and the advocate are invited in.
- Honor Council members repeat the oath of confidentiality in the presence of the accused.
- The accused is invited to give his or her testimony.
- Honor Council members ask follow-up questions.
- The student is dismissed so that the council can review the evidence.
- The advocate is invited to give testimony on behalf of the accused.
- Honor Council members deliberate and vote on three possible outcomes: Guilty, Negligent, or Not Guilty ("Negligent" means there was some negligent behavior, but no evidence of an actual Honor Code violation.).
- The Honor Council, with advisors, plan counseling.

- The accused (and advocate) return. The Honor Council gives the verdict and counseling to the accused. If guilty or negligent, the Honor Council explains the penalty recommendation process and tells the accused to make an appointment with the Dean of Students.
- The accused and faculty advocate are excused.
- The Honor Council determines the penalty recommendation.
- Student co-chairs give a written breakdown of the case to the Dean of Students. Student co-chairs report to the informing teacher with the case results.
- The Dean of Students meets with the accused to give the penalty.

## **VII. Number of Honor Council Violations**

For a student's first or second Honor Council referral, he or she will meet with the Dean of Students and members of the Honor Council for the standard process outlined above. A first or second referral can result in a minimum penalty of one detention or a maximum penalty of expulsion, depending on the severity of the infraction.

If a student is referred for a third violation, following the customary Honor Council review, the student will not receive a standard penalty. Instead, the student must have a hearing with the Discipline Committee, which determines whether the student will continue at St. Pius X Catholic High School. Students who have received a third referral are in danger of expulsion from the student body.

After the first and second referrals, students and their families will receive a notification reminding them that additional referrals carry graver consequences and could jeopardize their continued matriculation at SPX.

## **VIII. Student Responsibilities**

St. Pius X understands that it is difficult for students to report Honor Code violations because their friends and classmates are affected. However, violations of honor hurt both the students involved and our greater community. By reporting violations, students are protecting the school and ensuring that a diploma from St. Pius X still holds meaning. Moreover, students are allowing their peers to experience a process that helps them to learn and grow from their mistakes.

Student witnesses should report incidents to a teacher, counselor, the Dean of Students, or an Honor Council member. The name of the witness is known only to the Dean of Students and is never revealed to the accused or anyone else.

## **IX. Faculty Responsibilities**

Teachers must use a yellow referral slip to report all Honor Code violations that the teacher witnesses or as they are reported to the teacher by a student. It is a professional expectation for teachers to report all offenses for Honor Council consideration.

A. The Honor Pledge: Teachers are encouraged to include the Honor Pledge on all assessments, whether on paper or digital, including Final Exams.

*On my honor, I pledge that the work I submit is my own and that I have neither given nor received unauthorized help on this test or assignment.*

B. The Honor Code must be included in each course syllabus.

## **X. Parent Responsibilities**

*Once it has been determined that an honor investigation is to be held, the student is responsible for immediately discussing the details of the case with his/her parents; the Dean of Students will follow up with an email after the completion of the case and the penalty decision.*

Under no circumstance should a parent contact the witnesses involved or any member of the Honor Council. A Faculty Advocate is permitted to attend the appeal hearing session along with the faculty advisors. The Council will act as quickly and fairly as possible.

#### **XI. Penalties and Consequences**

Penalties range from (but are not limited to) detentions, Saturday School, lunch detentions, restitution, letters of apology, essays, school clean up, grade changes (at the discretion of the teacher\*), suspension (depending on the severity of the violation), referral to the Discipline Committee, or even expulsion from school. The penalties are recommended by the Honor Council and are reviewed by the Dean of Students, who then informs the accused of the penalty. Additionally, Honor Council referrals may make students ineligible for future leadership positions at St. Pius X, such as Lion Leaders, NHS, and Honor Council. Students who have received a third referral are in danger of permanent removal from the student body. Discipline infractions, including Honor Council referrals, are not reported to college(s) unless they result in a change of status for the student (out of school suspension, expulsion, or withdrawal).

*\*Students can expect an academic penalty as part of an academic-based Honor Council case. Academic penalties (grades, completion of assignments or assessments, etc.) are at the discretion of the teacher and/or department.*

*Note: The St. Pius X Catholic High School Honor Code is based on information from "A Handbook for Developing and Sustaining Honor Codes" (CSEE), the Montclair Kimberly Academy Code (Montclair, New Jersey), St. Mary's Episcopal School Code (Memphis, Tennessee), Holy Innocents Episcopal School Code (Atlanta, Georgia), and discussions at St. Pius X Honor Council Meetings*

## **Library and Media Services**

### **Library Procedures**

- Hours of Operation
- Student Access During Study Hall and Lunch
- Checkout Privileges and Procedures for Students
- Overdue and Lost or Damaged Items
- Chromebook Loans
- Online Resources
- Cell Phone Use in Library
- Eating and Drinking in Library

## **LIBRARY/MEDIA SERVICES**

### **LIBRARY PROCEDURES**

#### **Hours of Operation for Student Access**

The Flannery O'Connor Library is open from 7:30 a.m. until 4:00 p.m. Monday through Thursday. On late start days the library opens at 8:30 a.m. and closes at 3:30 p.m. Exceptions include the day prior to holidays and such special schedules as Field Day, etc. The library closes at noon on final exam days.

#### **Student Access During Study Hall and Lunch**

Students have the privilege of using the library for studying, research, and pleasure reading. Students who want to use the library during study hall must obtain library passes earlier in the day from a subject teacher who assigned the research. Study Hall students report to the Study Hall Moderator first for his/her approval initials, and then go to the library. Students who are either on academic probation or discipline contracts must stay in Study Hall. Students who want to use the library after eating lunch must be one of the first fifty to sign up with the on-duty hall monitor or have a pass to present to the hall monitor from one of their teachers and to the person working at the library services desk. Students may use the library at lunch without a pass if they enter the library before the late bell.

#### **Check Out Privileges and Procedures for Students**

All materials borrowed from the school library must be properly checked out. Removing items from the library without checking them out is considered theft and will be handled as stated in Item 3 of "Honor Code Violations."

Freshmen, sophomores, and juniors may check out books for a two-week loan period. Seniors have a three-week loan period. Audio-visual equipment is also available for student use. Equipment may be checked out overnight or for the weekend to use for class assignments with the permission of a librarian.

Students use their student ID number to borrow items from the library. A student should NEVER check items out for someone else. Students may renew items as many times as needed, provided no one else needs them. Students may reserve items online even if they are checked out to another student. The requesting student will be notified when the item is returned. Reserved items will be held behind the library services desk for five school days.

#### **Overdue and Lost or Damaged Items**

Library items are community property and purchased for the use of students and faculty. Borrowing is a privilege and keeping items beyond their return due date prevents other students having access to the materials. If books are not returned on time, a fine of 10 cents per day per book is charged. Overdue fines for audiovisual equipment range from one to two dollars per day. Students are not charged fines for days they are not in school (the weekend, holidays or sick days). It is the student's responsibility to inform the librarian of absences.

Weekly overdue notices are sent to the student's email, but students are able to check their account status at any time by logging in to Surpass, the library's online catalog. It is the student's responsibility to keep up with account status. Also, the school reserves the right to write detentions, and/or withhold records and materials (e.g. transcripts, yearbooks, etc.) for students who do not return library materials in a timely fashion.

If a student loses an item or damages it beyond repair, the price of the item plus a \$5.00 processing fee is



charged to cover replacement costs. If a lost item is paid for and later found within the same school year, the cost of the item less the processing fee is refunded. Students are responsible for all items checked out on their accounts. Library fines and other charges are sent to the student's FACTS account at the end of each month.

### **Chromebook Loans**

The library has a limited number of Chromebooks for short-term checkout. These Chromebooks are available for students who occasionally forget their personal devices or their device is in repair for a short period of time (about two weeks). Students are limited to 10 Chromebook checkouts per year with a maximum of 30 days.

### **Online Resources**

In addition to print and audiovisual resources, the library has many online subscription databases and eBook collections available for students to use 24/7. Access to these resources is located on the Flannery O'Connor Library Canvas Page. Anyone in the immediate family sharing the same household may use these resources. The necessary usernames and passwords for remote access are also posted on the library's Canvas page.

### **Expected Behavior in the Library**

Eating and drinking (with the exception of a water bottle) in the library is not allowed. Cell phone use is limited to before and after school hours. During this time, students should set their phones to silent and leave the library to accept or make a call. Please refer to the chapter on Regulations for Student Conduct. Students who disregard library rules may be issued a detention or asked to leave the library.

# **Philanthropy at St. Pius X**

## **Culture of Philanthropy**

### **Methods of Giving to St. Pius X**

- The Annual Fund
- Employer/Employee Matching Gifts Programs
- Capital Campaigns
- Restricted Giving
- Endowments: Scholarships, Memorial Gifts, and Unrestricted Funds
- GRACE Scholars
- Planned Giving
- Fundraising Efforts, Approval, and Proceeds
- In-Kind Gifts
- Personal Gifts
- Other Ways to Give at No Cost to You
- Reporting Gifts
- Proper Use of the St. Pius X Name, Crest, and Lion

### **Parent Membership Organizations**

- Athletic Association
- Home & School
- Mothers' Club
- Mothers' Club Prayer Group
- Arts Society (SPAS)

## PHILANTHROPY AT ST. PIUS X

### **CULTURE OF PHILANTHROPY**

In all things, St. Pius X seeks to maintain a culture of philanthropy whereby all employees, parents, alumni, and friends work toward advancing the school's mission. The importance of participating and giving is infused into the daily life of our community, and every member of the community is an advocate for St. Pius X.

In keeping with the Church's teachings on social and economic justice and its longstanding educational history, St. Pius X Catholic High School seeks to provide a Catholic educational experience at a reasonable cost. To do so, a delicate balance is struck between what it actually costs to educate each child and the tuition rate. The cost to educate each child is kept as low as possible without compromising educational excellence. The tuition rate is also kept as low as reasonably possible without putting too much of a burden on fundraising and other sources of revenue.

The school has traditionally kept gross tuition proceeds at 85-90% of the cost associated with operating the school. A portion of the difference is covered by philanthropic giving, fundraising income, endowment income, diocesan subsidy, and interest income, with the Annual Fund being the largest source of support. The Office of Advancement plays a vital role in fostering this philanthropic spirit and managing the relationships that keep it active and effective for the benefit of both current and future students.

### **METHODS OF GIVING TO ST. PIUS X**

#### **The Annual Fund**

- *A gift to the Annual Fund is the single most important gift one can make to St. Pius X.*
- **What it is:** Each year St. Pius X conducts an Annual Fund in which the entire community is solicited for unrestricted gifts to the school. Unlike tuition, donations to the Annual Fund are tax deductible and help cover salaries and other essential needs.
- **Why we do it:** Annual sustained giving is vital to the ongoing success of St. Pius X, and the Annual Fund is the primary means for covering the 10-15% difference between tuition and the cost to educate each child. The Annual Fund provides unrestricted monies, allowing the finance office the greatest latitude for balancing the school's budget and achieving the school's mission.
- **Timing:** The parent portion of the Annual Fund kicks off in July and pledges/commitments are requested by December 31. Payments on Annual Fund pledges are due by May 31. Pledges and gifts can be sent to the school, paid via credit card online at [www.spx.org](http://www.spx.org), through the family's FACTS account, through gifts of stock, or through the family's financial institution's online bill pay option.
- **Amount:** Every family is expected to contribute to the Annual Fund; we seek 100 percent parent participation. Families give at all levels and every donation is appreciated no matter the size. Gifts range from \$5 to \$25,000.

#### **Employer/Employee Matching Gift Programs**

Matching gifts programs help many St. Pius X donors double their gifts to the school. Check with your employer—typically the human resources department—to see if they match gifts to secondary education institutions or go to [Matching Gifts](#) to see if your company participates.

#### **Capital Campaigns**

Capital campaigns are periodic initiatives that support projects not generally funded by the yearly operating budget. The current Ring the Bells Capital Campaign is a \$14.8M effort to fund the renovated

library, lobby, rear gates, field house, restrooms/concession stand facility, and pressbox/bleacher seating. Unlike gifts to the Annual Fund, pledges and donations intended for capital campaigns can be structured over several years and are not always spent in the year they are made.

### **Restricted Giving**

*While a gift to the Annual Fund is the single most important gift one can make to St. Pius X*, on occasion, one might also choose to make gifts that are restricted or directed in nature, e.g. for scholarships, financial aid, and specified programs. These are also welcomed and appreciated by the school. If an individual desires to make a restricted donation that is in keeping with St. Pius X's mission, the contribution should be sent to the Office of Advancement, clearly indicating the program and item for which the donation is made. The donation will be used only for the indicated program and item specified by the donor.

### **Endowments: Scholarships, Memorial Gifts, and Unrestricted Funds**

St. Pius X has an Endowment Fund which is made up of over 80 named funds that support scholarships, faculty enrichment, and general needs of the school. There are two general types of scholarships within the St. Pius X Endowment Fund: named scholarships and the memorial scholarship. Named scholarships are established with a minimum gift of \$25,000 to the school and are named after the donor's designee. The gifts are held in perpetuity while the interest on the principal provides for the stated purpose. The memorial scholarship is a pool of funds endowed by gifts from various donors to memorialize a deceased individual. Scholarships are awarded by the scholarship committee based on need and the nomination of St. Pius X faculty (for current students) and elementary school personnel (for incoming freshmen). The St. Pius X unrestricted endowment fund provides for the general needs of the school by providing an annual source of income through interest. The school's endowment fund must reach \$3M before it is fully endowed and interest income can be used.

### **GRACE Scholars**

If you pay state taxes in Georgia, you have the power to change the life of a student in need at St. Pius X while reaping a generous tax benefit. Thanks to the Georgia Private School Tax Credit law, taxpayers can redirect a portion of their state taxes to Student Scholarship Organizations (SSOs). GRACE Scholars is one such SSO, and taxpayers can choose to directly support students at St. Pius X through participation in the GRACE Scholars program.

The GRACE Scholars program provides access to a Catholic school education for Georgia families who otherwise could not afford school tuition. Taxpayers receive a 100% state income tax credit for their gift while helping to make a Catholic school education a reality for families in need. What is especially appealing to taxpayers is that they can specify which Catholic school they would like to receive their re-directed taxes. Please visit [www.gracescholars.org](http://www.gracescholars.org) to learn more and to participate

### **Planned Giving**

Planned giving is another way to make a gift to St. Pius X. Examples of planned gifts may include gifts of cash, securities, tangible property, real estate, or life insurance. Gifts may be made through bequests, charitable gift annuities, charitable remainder trusts, or charitable lead trusts. The Chi-Rho Society honors those individuals who have included St. Pius X in their wills or estate plans.

### **Fundraising Efforts, Approval, and Proceeds**

St. Pius X has centralized its fundraising within the Office of Advancement and in its various parent organizations which undertake such efforts. The school sanctions and thereby limits its advancement and fundraising activities to avoid over-solicitation of its parents and benefactors. The school strives to take the

burden off of teachers and coaches by relieving them of regular and routine fundraising responsibilities. Teachers and coaches should not engage in solicitation of donors without the written approval of the President or the Director of Advancement.

The use of all proceeds from fundraising—whether restricted or unrestricted gifts—are subject to the approval of school administration. Some school fundraising events are sponsored by the school's parent organizations. These individual programs must gain approval for all fundraising activities from the school administration. Proceeds from these events are collected and used by the parent organizations at their discretion, subject to the approval of appropriate administrators.

### **In-Kind Gifts**

St. Pius X may accept in-kind gifts as charitable contributions. In-kind gifts are donations of property other than cash and marketable securities. Examples could include real estate, art, books, equipment, furnishings, or smaller consumable items (cups, napkins, food, etc.).

Donors must communicate and coordinate with St. Pius X prior to the acceptance of any such in-kind gift. Any in-kind gift in excess of \$5,000 requires the donor to complete IRS Form 8283 and requires the school's acknowledgement statement verifying the receipt of the donated in-kind gift. An individual who donates an in-kind gift greater than \$5,000 must get a qualified appraisal in order to deduct for tax purposes.

Receipts will be prepared by the school and issued to the donor of in-kind gifts. These receipts will not list an amount—it is the donor's responsibility to determine the fair market value of the gift for IRS purposes—but will list a description of the in-kind gift donated. Although the amount is not included on the donor's receipt, the fair market value is recorded on the school's donor records/financial statements.

### **Personal Gifts**

Occasions arise when parents, alumni, or friends of St. Pius X are inclined to offer personal gifts—monetary or non-monetary—to a coach, teacher or staff member. These may range from relatively small tokens of appreciation to expensive gifts or cash. The policy of the school on personal gifts is that not all are appropriate and that the prudent coach, teacher or staff member will use their best professional judgment in accepting such gifts.

### **Other Ways to Give at No Cost to You**

- **Publix:** Shoppers can help by designating St. Pius X as their Publix Partner. Go to [publix.com](http://publix.com) and select the login tab. If you already have an account, you will need to select St. Pius X as your partner school under Settings. If you don't have an account, you will have to create one and assign St. Pius X as your partner school. When you go to the store, enter your phone number associated with your online account and St. Pius X will receive credit. There are great digital coupons to take advantage of too when using a digital account.
- **Kroger:** Visit Kroger.com and register your Kroger Plus card. Login to your Account Summary and scroll down to the box entitled Community Rewards where you can edit your beneficiary organization. The Kroger number for St. Pius X is 21385.

For more information about St. Pius X fundraising, giving opportunities, and scholarships, please consult the St. Pius X website [www.spx.org](http://www.spx.org) or call the St. Pius X Office of Advancement at 404-633-4290.

### **Reporting Gifts**

Any gifts, whether cash or in-kind, that do not come directly to the Office of Advancement must be reported to the Advancement Office in writing by the department chair, coach, moderator, or parent organization within five working days so proper recognition and thanks can be assured. It is essential that all gifts to the school be accounted for not merely for the purposes of recognition and tax deductibility, but also for the Business Office to accurately track and assess program costs and report assets on the school's financial statements. Forms for reporting in-kind gifts valued at \$100 or more are available from the Office of Advancement, the faculty handbook, or in the "form farm" in the school.

Gifts to the school that have been reported to the Office of Advancement are disclosed in the school's Annual Report published after the fiscal year end. Only Annual Fund gifts are recorded in the report's annual giving society levels. Basic income statements for the school and parent organizations are also published in the Annual Report.

### **PROPER USE OF THE ST. PIUS X NAME, CREST AND LION**

The St. Pius X school name, crest (or logo) and lion are important brands that need to be properly and consistently used in marketing the school. Recognition of these items is very important as we promote ourselves to a highly competitive market. No one may use the school name, logo, or motto on any type of social media or in any other way, e.g. putting the name on t-shirts, for example, without the express written permission of the principal.

### **PARENT MEMBERSHIP ORGANIZATIONS**

St. Pius X has a number of parent organizations that support the school and meet the needs of the parents, students, and faculty. The Athletic Association, Home and School Association, the Mothers' Club & Prayer Group, and the St. Pius X Arts Society (SPAS) are all vibrant and active organizations which support the school with their volunteerism, fundraising, and prayer.

#### **Athletic Association**

The Athletic Association works to promote the fullest possible participation of the St. Pius X school community in its athletic events and programs. The St. Pius X Athletic Association provides supplemental financial and volunteer support for the athletic program. The Association has membership fees and also sponsors a golf tournament, the Christmas Basketball Tournament, and seasonal Coke product sales. Corporate Sponsorships and general athletic program ads are solicited as well.

- **Cost:** Membership Levels range from \$50 to \$550, and come with varying benefits, based on the level chosen.

#### **Home & School Association**

The Home and School Association promotes and maintains parental interest and involvement in the school and provides a vehicle for communication and community building between parents and the administration, faculty, and staff. Home and School facilitates cooperative activities that are beneficial to the school. Foremost among these activities is the Families In Action program which involves parents, students, and the school community in a concerted effort to stop drinking and drug use among high school students. All parents or legal guardians are members in Home and School.

- **Cost:** The \$25 membership fee is automatically assessed in August via each family's FACTS account.

#### **Mothers' Club**

The St. Pius X Mothers' Club is an excellent way to connect with the St. Pius X community. It provides an opportunity for mothers to serve St. Pius X and its community through initiatives such as raising money for student scholarships, organizing group prayer sessions, providing support for Pius families in need,

supporting school faculty and staff, supporting Dresden Elementary school, and various other activities.

- **Cost:** The membership fee is \$25.

### **Mothers' Club Prayer Group**

The Parents' Prayer Group was formed by the Mothers' Club to provide unified prayer support for the students, faculty, and staff of St. Pius X High School. Moms, dads, and friends of St. Pius X gather the first Wednesday of every month in the Chapel to say the Rosary and pray for particular and general intentions of the school community. The prayer group also provides an opportunity for parents to get to know one another in an informal, small group setting.

### **Arts Society (SPAS)**

St. Pius X Arts Society (SPAS) works to promote, support, and supplement the needs of the Fine Art students and their teachers in a Catholic and spiritual environment. Many parents contribute to our program, as well as volunteering many hours for each performance. SPAS enables us to provide an enriched education in the arts for our students. With their dedication and support, we are able to invite guest artists, offer further training classes and trips, enhance productions, offer the Arts Festival, and much more.

- **Cost:** Membership Levels range from \$50 to \$550, and come with varying benefits, based on the level chosen.

### **ARCHDIOCESE OF ATLANTA OFFICE OF CATHOLIC SCHOOLS AND SCHOOL FINANCES**

St. Pius X adheres to all financial policies and procedures as they are promulgated by the Archdiocesan Finance Office. These are available for review upon request

# **School Athletics**

## **Philosophy**

### **Participation in St. Pius X Athletics**

- The Value of Trying Out
- Participation is a Privilege, Not a Right

### **The Student-Athlete's Responsibilities To Faith, Academics, And School Life**

- Eligibility
- Academics
- Effect of Absence on Activity Participation
- Sportsmanship
- Sacramental Responsibilities
- Student-Athlete Discipline
- Alcohol, Drugs, and Tobacco Products

### **Policies and Procedures for Athletic Participation**

- Tryout Procedures for All Sports
- Athletic Physicals
- Summer Activities
- Strength and Conditioning Expectations
- Practice Attendance
- Punctuality
- Equipment, Uniforms, and Participation Fees
- Injuries and Illness
- Appearance
- Social Media and Music Expectations
- Profanity and Abusive Language
- Athletic Fines
- Conflict Resolution Process
- Letters and Awards
- Post-Season Awards Banquets

### **Athletic Association and Membership Expectations**



## SCHOOL ATHLETICS

### **PHILOSOPHY**

Our school takes great pride in its athletic program. We feel that athletics are an integral part of the high school experience. For our athletes, we want our athletic program to be fun. We want our athletic program to be challenging. Finally, we want our athletic program to help in making lifestyle decisions which are in accordance with the values set forth by this school.

The purpose of this section of our handbook is to offer the student and the parent an overview of our athletic program. After reading this, it is our hope that the reader will have a working knowledge of the sports offered, the requirements of participation, procedures for tryouts, in-season and out-of-season guidelines, and the overall expectations incumbent upon the student and his/her parents in regard to athletic participation. It is certainly not meant to be all-encompassing, and we would encourage any student or parent with questions to present them to the Athletic Director.

### **PARTICIPATION IN ST. PIUS X ATHLETICS**

#### **The Value of Trying Out**

All students are encouraged to discover and develop the specific athletic abilities they possess. We have a wide-ranging variety of sports, and we encourage every student to try to get involved in one or more of them. It must be pointed out, however, that athletics are competitive in nature and that not everyone makes the team. We believe strongly in the old adage that trying and failing is far greater than not having tried at all.

#### **Participation is a Privilege, Not a Right**

We also point out that athletics are an educational privilege, not a right. Participating in athletics involves commitment, self-discipline, and responsibility on the part of the student-athlete who is representing the team, the school, himself/herself, and the family. Within athletics, as in education and life itself, there is a challenge to the student-athlete and the team to strive for maximum and ultimate performance, be one's best self, put forth one's best effort, and call forth the best in others. With these objectives and values in mind, the St. Pius X Athletic Department strives to build a program of variety and creativity, one which will meet the needs of each student.

### **THE STUDENT-ATHLETE'S RESPONSIBILITIES TO FAITH, ACADEMICS, AND SCHOOL LIFE**

All student-athletes are subject to both school and Archdiocesan policies and the actions of the offices of the Deans of Students and Academics. Athletic practices and games are NOT acceptable excuses for missing formal disciplinary or academic obligations or Archdiocesan Sacramental obligations (see details regarding Sacramental Responsibilities below).

The student-athlete's academic progress is a priority. Acceptable progress is a prerequisite for continued participation in athletics. The student-athlete is responsible for budgeting his/her time efficiently in order that he/she is able to meet both academic and athletic commitments.

The student-athlete must be careful in choosing the activities to which he/she makes a commitment. The high standards of both academics and athletics at St. Pius X may sometimes require that an individual student-athlete limit the number of other activities in which he/she participates.

#### **Eligibility**

Each student-athlete participating in interscholastic athletics at the varsity level must be certified eligible by the Georgia High School Association. Although the athletic department is responsible for submitting

the paperwork involved, each student-athlete is responsible for making sure that he/she meets eligibility requirements. For further explanation of eligibility requirements, see the Athletic Director or Assistant Athletic Director.

### **Academics**

All student-athletes are expected to make academics their number one school priority. In order to be eligible to participate, practice and/or in interscholastic activities, a student must be academically eligible in accordance with both St. Pius X requirements and [GHSA Constitution and By-Laws](#). If either of these requirements are not met, the Dean of Academics will notify the student that he or she is ineligible. It is expected that appropriate communication happens between parent, student, and head coach in advance of absence.

### **Effect of Absence on Activity Participation**

Students who have missed four or more class periods in one academic day because of illness or an unexcused absence may not participate in or attend any extracurricular activity that day. In the case of an informed or an excused absence, the Dean of Students will determine the legitimacy of a student's request to participate. Documentation such as a doctor's note or court summons may be required.

### **Sportsmanship**

The essence of St. Pius X athletics is competition within a framework of exemplary sportsmanship. Each student-athlete, parent, and fan is expected to exhibit behavior consistent with the Christian ideals of this school and GHSA guidelines listed under the [GHSA Sportsmanship Statement](#). Specifically, sportsmanship includes respect for oneself, game officials, teammates, coaches, spectators, and facilities and equipment. A St. Pius X student-athlete is gracious in victory and maintains his/her composure in adversity. Anything less is inconsistent with the athletic ideals of our school community.

### **Sacramental Responsibilities**

St. Pius X Catholic High School fully supports the Archdiocese of Atlanta and our Catholic parishes in the faith formation and Sacramental preparation requirements for Confirmation. The school highly encourages the reception of this important Sacrament. Therefore, **St. Pius X activities, events, sports, games, or practices are not considered acceptable excuses for missing the obligations of the requirements of Confirmation.** Additionally, students will not receive any penalties from any St. Pius X Catholic High School activities, events, sports, games, or practices for adhering to the Archdiocesan requirements for Confirmation.

### **Student-Athlete Discipline**

A St. Pius X High School student-athlete is expected to let teachers, students and the general public know that he/she is a student-athlete by his/her exemplary conduct. Student-athletes are subject to all rules and regulations of the school, with disciplinary action taking precedence over all practice and game situations. If a student is a multi-sport athlete, the penalty will be served at the first available opportunity, which might include post-season play or performances during a current season and it is the student's responsibility to inform the coach(es), director(s), or moderator(s) of this penalty. If an athletic/fine arts season is completed, the penalty will still be served at the first available opportunity of the new season. Remember, participation in athletics is a privilege and not a right. Our coaches may, and likely will, impose additional consequences in addition to any school discipline expectations. **This has become the number one initiative from the GHSA and the NFHS.**

## **Alcohol, Drugs, and Tobacco Products**

The use or possession, at any time, of alcohol, tobacco, and other drugs is prohibited. This prohibition applies regardless of the location, (whether it is on or off campus) and extends for the entire school year, which includes the athletic season. If the student remains part of the student body, on the first offense, the student-athlete, fine arts participant, or club member will be suspended from 20% of the total number of *regular season* games/performances/competitions at the first available opportunity. If a student is a multi-sport athlete, the penalty will be served at the first available opportunity, which might include post-season play or performances during a current season and it is the student's responsibility to inform the coach(es), director(s), or moderator(s) of this penalty. If an athletic/fine arts season is completed, the penalty will still be served at the first available opportunity of the new season.

The head coach, Athletic Director, Principal, or Deans of Students have the authority to increase the suspension according to the specific circumstances of an individual case. Upon suspicious behavior, the school also reserves the right to ask a student-athlete to undergo drug and alcohol testing. The student will also be liable for disciplinary action by the school as well.

## **POLICIES AND PROCEDURES FOR ATHLETIC PARTICIPATION**

### **Tryout Procedures for All Sports:**

1. The student-athlete must listen for announcements of Tryout dates and times. These announcements will be made over the P.A. system and/or posted on our web page.
2. All transportation to and from Tryouts is the responsibility of the athlete.
3. The student-athlete is responsible for having the proper equipment and clothing.
4. All candidates for teams must have an athletic physical on file before participating in any way. In the event that a student needs to go to his/her own doctor, [our form](#) must be used. A student-athlete is required to have one physical per year, as required by the Georgia High School Association. This physical must be completed on or after April 1 of the preceding school year.
5. All candidates for teams are expected to be in top physical condition. It is extremely difficult to give a fair evaluation of a student-athlete who is grossly "out-of-shape." The student-athlete is encouraged to do physical conditioning prior to tryouts. Specific instructions will be given by each coach.
6. Student-athletes are expected to understand the importance of out-of-season conditioning and summer practice. Student-athletes will be expected to participate in a pre-season conditioning program, if not already involved in an in-season sport. The student-athlete may also be asked to attend summer workouts and camps.
7. Tryouts are competitive in nature. Not all candidates may be selected for the team. The student-athlete should understand that player selection is probably the most difficult decision made by the coach. Decisions are made on the basis of a professional analysis by the coach and his/her assistant coaches. Players who do not make the team are encouraged to work on their own, play in recreational leagues and to even try out again in subsequent seasons. The Athletics Department believes in the value of perseverance.
8. When there is an overlap in sports seasons, a student-athlete will complete the season in which he/she is involved before trying out for another sport. At that time the student-athlete will be afforded a full tryout. Missing the original tryout will NOT hurt his/her chances of making the team. **The athlete is expected to be in constant communication with both head coaches to be sure all parties are clear on expectations and timing.**
9. The activities which constitute the tryout and the duration of the activities are at the discretion of the coach based upon the needs of his/her sport.

10. The coaching staff at St. Pius X makes every effort to ensure that each student-athlete has ample opportunity to display his/her abilities. Fairness is an integral component of the St. Pius X Athletic Program.
11. The following activities have specific requirements:  
Cheerleading: Students trying out for cheerleading for the next school year may not have a detention count higher than the number designated by their coach.  
Homecoming Court: Candidates for Homecoming Courts may not be on any school contract and may not have excessive detentions. All nominees must have fewer than six (6) detentions during a given year.

### **Athletic Physicals**

All athletic participation requires a complete physical and additional forms. Please use this link for all forms and instructions: [St. Pius X Physical Form](#)

### **Summer Activities**

In keeping with the Georgia High School Association Constitution and By-laws, summer activity for athletes is unrestricted as long as the student's participation is voluntary. However, given the tradition of excellence in St. Pius X athletics, athletes should expect to participate in appropriate summer requirements.

### **Strength & Conditioning Expectations**

Strength and conditioning is an integral part of competition. The SPX Athletic Department believes in year-round strength participation and all sports are expected to take part in conjunction with their head coach and our strength and conditioning coordinator. Athletes and parents should expect strength and conditioning requirements throughout the school year and summer.

### **Practice Attendance**

Attendance at all scheduled practices is mandatory. If, at any time, it becomes necessary to be excused from practice, the student-athlete should contact the coach as soon as possible (a day in advance, preferably). It is then up to the coach as to whether or not the student-athlete will be excused. Unexcused absences will result in disciplinary action including being withheld from subsequent contests. "In-season" practices take priority over "out-of-season" workouts. No coach will demand that a player attend a pre-season practice while an "in-season" practice is in progress.

### **Punctuality**

It is each athlete's responsibility to be on time for all athletic practices and games. Players must take extraordinary precaution to ensure that they are at game sites at the time designated by the coach. Students under discipline contract, suspension, or detention, must notify their coach(es).

### **Equipment, Uniforms, and Participation Fees**

Athletes are responsible for any equipment and uniforms issued to them. A student-athlete who loses equipment or uniform is liable for the full replacement cost of the item(s). In addition, the student-athlete is responsible for cleaning uniforms and otherwise taking precautions to ensure that the uniform remains in good condition and the equipment is maintained. Report cards, diplomas, and transcripts will be withheld until payment is received for lost or damaged athletic uniforms and/or equipment.

Each sport has associated fees for participation. These fees and their purpose are communicated by head coaches at all introductory meetings. Fees are charged to the parents' FACTS account.

### **Injuries and Illness**

All injuries, major and minor, are to be reported to the St. Pius X Athletic Trainer and the coach as soon as they occur. Illnesses are also to be reported. An athlete may receive treatment from the Trainer during his/her lunch period.

### **Appearance**

St. Pius X student-athletes are expected to let teachers, students, and the general public know that they are student-athletes by their exemplary appearance and conduct. Each coach has the authority to issue detailed dress and appearance guidelines.

### **Social Media & Music Expectations**

All sports social media platforms and accompanying music choices (both social media and live events) must follow the appropriate guidelines set forth by the Archdiocese of Atlanta and St. Pius X. Athletes and their parents should recognize that they represent St. Pius X Catholic High School and its athletic program when posting on their personal social media platforms.

### **Profanity and Abusive Language**

All profanity and abusive language are absolutely prohibited. Cursing during practices or competitions regardless of coaching supervision or at an official, coach, opponent, fellow team members, and/or spectator(s) may result in the student athlete's removal from participation.

### **Athletic Fines**

In any event at which an athlete or student is fined by the Georgia High School Association (GHSA) for any unsportsmanlike behavior related issues, the total amount of the fine and all associated costs for mandated online sportsmanship classes will be the responsibility of the student-athlete and will be charged to their family's FACTS account. In addition, any severe fines levied against the school for the actions of the student-athlete will be the responsibility of the student-athlete.

### **Conflict Resolution Process**

In the event that a conflict develops between a student-athlete and a coach, or a parent and a coach, there is an avenue of appeal. Following is the appeal procedure:

1. The initial appeal should occur between the student-athlete and/or parent between the head coach and coach in question. This appeal should take place 24 hours after the event, in order to address the issues fairly.
2. If the initial appeal is not resolved, the student-athlete or parent may contact the Athletic Director. The Athletic Director has the authority to request a conference, which would include the coach in question, head coach, the student-athlete, and the parent(s).
3. In the event that this still does not bring resolution, a conference with the Principal can be requested.
4. The Principal will not grant a conference unless the preceding procedure has been followed first.

Note: All complaints or appeals must follow this procedure in order to receive consideration.

### **Letters and Awards**

St. Pius X High School letters will be awarded according to these guidelines: playing time, attitude, leadership, effort, contribution to the team, cooperation, and attendance. Since circumstances vary widely from sport to sport, the specifics of lettering can also be expected to vary. However, the general guidelines listed above will apply to all sports.

**Post-Season Awards Banquets**

All athletes are expected to attend the post-season awards banquet for their respective sports. Celebrating individual and team accomplishments is an important capstone to an athletic season and postseason banquets provide coaches the vital opportunity to award athletes who have performed with distinction throughout the season.

**ATHLETIC ASSOCIATION & MEMBERSHIP EXPECTATIONS**

St Pius X athletic families are expected to join our Athletic Association annually and support our department as a whole.

In addition, St. Pius X athletes participate in (only) one fundraiser each year. Our proceeds from the Annual Coke Sale benefit each team individually, as well as the Athletic Association as a whole. Each team and all individual members are expected to take ownership of this event and participate fully based on the expectations given to them by their head coach.

# **Student Services & Activities**

## **Student Government**

### **Student Organizations and Clubs**

- Purpose of Student Organizations and Clubs

### **Student Government**

- Student Council
- 2023-2024 Student Representatives
- Senior Class Leadership
- Junior Class Leadership
- Sophomore Class Leadership
- Freshmen Class Leadership
- Honor Council

### **Dances**

- General Guidelines
- Guests for Dances

### **Access to Special Events**

- Student ID Card
- Attending Sports and/or Fine Arts Events on Campus
- Graduation Tickets

### **Student Organizations: General Guidelines**

- Guest Speakers
- Meeting Times

## STUDENT SERVICES AND ACTIVITIES

### STUDENT ORGANIZATIONS AND CLUBS

#### **Purpose of Student Organizations and Clubs**

Student organizations and clubs are designed for students who desire to share and promote worthwhile interests. All such activities are under faculty supervision. These activities provide a range of experiences and enable students to develop technical and social skills. A wholesome change of pace from daily classroom routine is a by-product of the activities program. For a student to derive maximum benefit from the program of activities, he/she should exercise care in his/her selection and strive to make a genuine contribution to the group project. For a complete listing of all clubs and organizations, please go to [www.spx.org](http://www.spx.org) and click on the campus life dropdown.

### STUDENT GOVERNMENT

#### **Student Council**

Moderators: Ian LaBreck, H. Buot

The Student Council is an organization of students elected by the student body to serve as its official representative in matters of concern to the entire school. Student council provides a process for formal communication between the students and faculty/ administration. It promotes a good Christian and educational atmosphere in the school, a cooperative forum for student involvement, good morale and the orderly direction of special school activities. Members are elected by the student body. Students may not be on discipline contract or have excessive detentions (more than 5) when nominated as an officer of the student council or to the class council.

#### **2023-2024 Student Representatives**

**Student Council President:** Will McBride

**Student Council Vice President:** Dede Amaizo

**Senior Council President:** JR Samad

**Senior Council Vice President:** Allie Orsagh

**Junior Council President:** Charlie Nelson

**Junior Council Vice President:** Colin Crosby

**Sophomore Council President:** Bella Gratch

**Sophomore Council Vice President:** Mackenzie Stultz

**Freshman Council Representatives:** TBD during Fall Semester

#### **Senior Class Leadership**

Moderators: Dena Peck & Victoria Millard

Main activities include homecoming, class picture for Senior Class Day, pictures with Santa, Field Day, and senior gift presented to school at Awards Assembly.

#### **Junior Class Leadership**

Moderators: Lindsey Farrell & Laura Robertson

Main activities include football homecoming, prom, and Move-up Day breakfast. The purchasing of class



rings is optional and the decision to purchase a class ring rests entirely with student(s) and parent(s).

### **Sophomore Class Leadership**

Moderators: Charles Hicks & Andrew Lauer

Main activities include freshman/sophomore dance, homecoming activities, freshman orientation and party, and Christmas gifts.

### **Freshman Class Leadership**

Moderators: Matthew Wineski & Will Cloyd

Main activities include orientation, freshman/sophomore dance, election of freshman council, homecoming, and Christmas gifts.

### **Honor Council**

Moderators: Trey Broussard, Lindsay Dent, Ashley Curlette

St. Pius X Catholic High School believes it is important not only to set high standards of academic and ethical achievement but also to set equally high standards of academic and personal integrity. The primary purpose of the St. Pius X Honor System is to create an atmosphere of honesty, trust and integrity among the students and faculty members through raising the consciousness of an honorable life. The Honor Council will enforce the Honor Code, take responsibility for determining if a student has violated the Honor Code, educate the students on how to live as honorable people and recommend the penalties for the offense.

## **STUDENT ORGANIZATIONS: GENERAL GUIDELINES**

### **Guest Speakers**

Permission should be received from the Principal before any speaker is engaged to address an assembly or meeting sponsored by an individual club.

### **Meeting Times**

Organizations must arrange their meeting times so as not to conflict with regularly scheduled school activities.

## **DANCES**

### **General Guidelines**

Arrangements for dances are made through the faculty moderator of the sponsoring group. All dances must have the approval of the Principal and be scheduled through a Dean of Students. They must be adequately chaperoned, and one or two police officers must be on duty.

For each dance, an arrival and departure time will be communicated prior to each event. Dress Codes are set for both Homecoming (Semi-formal) and Prom.

### **Guests for Dances**

In regards to dances, the school does not support extravagant or high-pressure date invitations. Students must be respectful of one another, the school day, and all instructional time.

If a student wishes to ask a guest from another school to a dance sponsored by St. Pius X, including Homecoming and Prom, a form must be secured from the Dean of Students' office which is to be completed by an appropriate representative of the invited student's high school.

Individuals aged 21 or older are not allowed to attend any St. Pius X Catholic High School sponsored social

event, including Homecoming, Prom, or any other dance.

Freshmen are not allowed to attend prom.

## **ACCESS TO THE ROAR STORE, SCHOOL LIBRARY, CAFETERIA, AND SPECIAL EVENTS**

### **Student ID card**

Students are required to have on their person at all times their current school year student ID card in order to purchase lunches, sign in at the library, or make purchases in the roar store. Students who forget, lose, or misplace their ID card may purchase a replacement ID in the Dean of Students' office for \$15 (charged to FACTS) for each and every replacement request. Students may not purchase lunch in the cafeteria without their current school year ID card.

### **Attending Sports and/or Fine Arts Events on Campus**

A school issued, current year student ID card is required for students to attend sports events and/or fine arts events on campus unless that event is a ticketed event (i.e. student dances, GHSA playoff events). Students must present the school issued, current year student ID card at the ticket gate for entrance. A photo of the ID card, or other "proof" of enrollment is not acceptable. Absent the student ID card, the student must pay for admission at the ticket gate.

### **Graduation Tickets**

Tickets are required for entrance into the Baccalaureate Mass and Graduation. The number of tickets per graduate will be set each year prior to the senior parent night meeting. Tickets to Baccalaureate Mass and Graduation are required.

# **Student Driving Procedures, Regulations, and Rules**

## **Student Driving and Parking on Campus**

### **On-Campus Parking Application Process**

- Eligibility and Application
- On-Campus Parking Fees
- Parking Placard
- Lost Parking Placard
- Parking Space Designations

### **Parking Lot Regulations**

- Safe Driving Requirements

### **Prohibited Parking Areas**

- GALA Reserved Parking Spaces
- Frontier Trail/Court
- Shell Station and U-Turn at Median off I-85

### **Parking Placard Revocation**

### **Parking Lot Security**

- Personal Safety
- Reporting Suspicious Activity
- Vehicle Security

## **STUDENT DRIVING PROCEDURES, REGULATIONS, AND RULES**

### **STUDENT DRIVING AND PARKING ON CAMPUS**

Parking at St. Pius X is a privilege and not a right. Students should travel the parking lot with respect due to the fact that it is a busy place with multiple risks and dangers.

- Drivers must always give the right of way to pedestrians–ALWAYS.
- Drivers must always follow directional signs.
- Drivers must use caution when negotiating any blind spots, when parking, and when pulling out of parking spaces.
- Drivers must be honest in the event of a collision and report it to the necessary authorities truthfully and promptly.
- failure to adhere to the aforementioned policy could result in the loss of parking privileges.

Penalty for any infraction of policy: detentions, Honor Council, Saturday School, suspension or expulsion dependent upon the situation.

### **On-Campus Parking Application Process**

Students are required to park in their assigned parking location from the time he/she has arrived on campus until the end of each school day (3:00 pm). Students are not to move his/her vehicle from their parking location unless otherwise instructed by school administration. Students are not permitted to change or swap parking locations with another student. Students may request a parking change but only by contacting [parking@spx.org](mailto:parking@spx.org).

All St. Pius X students enrolled for the 2023-2024 school year are eligible to apply for parking permits with the exception of Freshmen (Class of 2027). The deadline for all applications is June 30, 2023. If you do not apply for a parking permit by the deadline, you are subject to not obtaining a parking permit for the 2023-2024 school year. This includes ALL students even if not eligible to drive until later in the school year. Please note that no students are guaranteed on-campus parking nor are students allowed to request specific parking locations.

The parking permit process is done on a lottery first-come, first-serve system starting with the Seniors (Class of 2024). ALL main campus parking is considered “Senior” parking. Only seniors will be assigned main campus parking and the underclassmen that have special parking needs. There is NO dedicated Senior parking lot.

Juniors (Class of 2025) spots are assigned to Johnson Road and Shallowford parking lots. If there are parking spots available, the Sophomores (Class of 2026) will be eligible for parking.

If you have indicated that you have not yet obtained your driver’s license, you will be skipped for the student next on the list until you obtain your driver’s license. You will be required to show proof of driver’s license when you have cleared the parking list. If you have not obtained your driver’s license by the time you are eligible to drive, you will be placed on a waiting list until more parking becomes available. Once all student parking spots have been assigned, a waiting list is generated. As spots become available during the school year, the waiting list will be used on a first-come, first-serve basis.

### **On-Campus Parking Fees**

Parking permits are \$125.00 charged on each student's August 2022 FACTS account. There are no discounts for multiple parking placards per family.

Please ensure that you receive an email notification when you have submitted your application. If you do not receive an email confirmation, please contact [parking@spx.org](mailto:parking@spx.org) immediately.

### **Parking Placard**

Students will receive a hanging placard to display in their vehicle. These hanging placards must be placed for administration to confirm the vehicle is parked in the correct assigned parking spot. Vehicles are also to be registered with the school prior to a student driving that vehicle to school. Students are not to swap the hanging placard into a new vehicle without previously registering the vehicle. All vehicle registrations must be done through contacting [parking@spx.org](mailto:parking@spx.org).

Parking placards will be available for pick up July 26, 2023. Students that do not pick up their placard prior to the first day of school, will be given their parking placard on the first day of school. Those that do not have the placard on the first day should still park in their assigned parking spot. This information will be sent out prior to the first day of school.

### **Lost Parking Placard**

A lost placard must be replaced and a \$50.00 charge will be made to a student's FACTS account each time a student loses his/her parking placard. A student that has not lost his/her but does not properly display the hanging placard will receive a detention each and every day. Three (3) consecutive days of no placard will be considered lost. The lost fee will then be charged to the student's FACTS accounts on the next appropriate billing.

If a student has a short- or long-term permanent change to a vehicle, please remember to remove the parking placard and put it into the student's new vehicle.

Students that arrive at school and his/her assigned parking spot has been taken by another vehicle are to find an unassigned parking spot. An unassigned parking spot can be identified by no letter being above the parking spot number. All parking spots on campus will have a number and if there is a letter above the number that is considered an assigned parking spot. The following are the letter identifications that accompany each parking spot:

T - Faculty and Staff

S - Students

K - Kitchen Staff

C - Cafeteria/Roar Store Staff

V - Visitors

Students that do not park in an his/her assigned parking spot will be given a detention for each offense including parking in another assigned spot or not properly notifying administration of parking in a specific parking spot for the day.

The 2023-2024 on-campus parking application will be available on Monday, May 22 at 1:00 pm. During the application process, you will be asked for the following information. Please make sure to have all the information before submitting your application.

-Student ID#

-Driver's License Issued Date and Expiration

-License Plate Numbers of up-to four (4) vehicles. Please note that ALL vehicles must be registered with St. Pius X administration prior to parking on campus. If you potentially will have more than four (4) vehicles to drive, please email [parking@spx.org](mailto:parking@spx.org). If you do not indicate a vehicle now but later need to add, you will again need to email [parking@spx.org](mailto:parking@spx.org).

Please note that St. Pius X Catholic High School administration reserves the right to revoke an on-campus parking permit for any student at any time.

All questions about on-campus parking can be sent to [parking@spx.org](mailto:parking@spx.org) or to Blaise Wannemacher, Director of Operations, at [bwannemacher@spx.org](mailto:bwannemacher@spx.org)

## **PARKING LOT REGULATIONS**

### **Safe Driving Requirements**

Students may have permission to drive to school provided they obey the 10 (ten) M.P.H. speed limit and park only in areas designated by the school authorities. This campus is a "one way" driving and parking layout. Students must enter and exit campus courteously and responsibly. No one should ever enter exits nor drive opposite the usual flow of traffic. No one should drive or park on sidewalks, or service vehicle access ways.

Students may not loiter in their cars before, during, or after school. Students must obtain the parking lot pass from the Dean of Students' office in order to enter their cars during the school day.

Students are requested to park efficiently in their assigned parking spots. Do not leave huge gaps (front, back, or side) when parking on curbs as this limits others' ability to park and maneuver while driving.

Students will be required to follow all Georgia laws in relation to driving and parking on campus. State law is enforced on campus in relation to handicapped spaces, red curbs, dumpster areas, etc. at all times during the school day and on the weekends. Temporary use of a HANDICAPPED space (due to an injury) must be obtained from Mrs. Owens and Dr. Simpson.

In addition, students will be responsible for removing vehicles from parking lots for band/flag line late to practices and any other extracurricular activities as requested. Students who fail to comply will receive a parking violation sticker on the window and detention(s) should they fail to move by the announced time. Students run the risk of having parking privileges revoked for repeat offenses of any kind on property.

## **PROHIBITED PARKING AREAS**

Students may not utilize any teacher or reserved spaces at any time before or during the school day, even for "zero" period, meetings before school, etc. regardless of time. Teacher and reserved spaces are reserved M-F at all times until 3 p.m. or later.

### **GALA reserved parking spaces**

These are marked by the word **GALA or the family name**. These spaces are reserved for specific families who purchased a reserved parking space at the Gala Auction. No one (to include parents, students, and other visitors) is to park in GALA spot on a school day until AFTER 3 pm even if the spot is empty.

### **Frontier Trail/Court**

This is not part of the St. Pius X Catholic High School campus. City of Chamblee and Dekalb County parking ordinances apply here. St. Pius X is not responsible for any incurred parking violations as they relate to Frontier Trail/Court.

Any Junior with a parking violation jeopardizes his/her main campus parking permit for their Senior year. Any Sophomore with a parking violation jeopardizes his/her main campus parking lottery opportunity for their Junior year.

### **Shell Station and U-turn at Median off I-85:**

When driving to St. Pius X on I-85 South, parents and students should exit to the right at Chamblee Tucker Road and then take an immediate left on Dresden Drive. Continue down Dresden to the stop light on Shallowford and take a left. This will allow you to make a right turn onto Johnson Road and a right turn into the St. Pius X parking lot.

Students and Parents are not to use the Shell stations or the shopping center as turnaround points. The area is highly congested in the morning and presents a dangerous and hazardous condition. Please note that it is illegal to make a U turn on Shallowford Road in order to enter Johnson Rd.

Students are not allowed to park on Frontier Drive.

### **PARKING PLACARD REVOCATION**

*Parking Placards can and will be revoked* for inappropriate behavior including, but not limited to inappropriate behavior in the parking lot, en route to and from school (such behaviors include speeding, reckless driving, or other infractions), arrest and/or jail time for underage drinking/fake substances, weapons, DUI, Drug/Alcohol/Tobacco contracts or for continuous violation of school rules as stated in the St. Pius X Student Handbook. Student safety is a high priority and for this reason we expect compliance with all the rules pertaining to parking and driving on our campus.

### **PARKING LOT SECURITY**

#### **Personal Safety**

Students should always try to walk to and from their vehicles with other students. In the event that a student feels endangered, they should make use of the "Blue-Light Call Towers" to contact the Police directly, or use their phone to call the Police. Chamblee Police can be reached at (770) 986-5000 or 911. Students should remain vigilant in the parking lots, for their sake and the sake of their classmates.

If a student does call the Police or uses the Blue-Light Call Tower to contact the Police, they should notify the Director of Operations or the Principal as soon as they are safe.

#### **Reporting Suspicious Activity**

If students see suspicious persons or activity at any time they are in a parking lot, they should contact the Police directly, or use their phone to call the Police. Chamblee Police can be reached at (770) 986-5000 or 911. They should also follow up and report their concerns to a teacher, coach, director, or administrator

once they arrive on campus.

**Vehicle Security**

Although St. Pius X provides a parking area for cars, the school is not responsible for damages or theft which may occur while cars are parked here. Individuals use the lot at their own risk. Students are not to leave ANY items visible in the car. It is the students' responsibility to keep their cars locked with all personal belongings stored securely in the trunk or hidden in the rear of their SUV using the cargo cover.



**Archdiocese of Atlanta**  
**High School Student Substance Abuse Policy**

- **Substance Use Policy**
- **Substance Use Contract**
- **Substance Use Contract Requirements**

**ARCHDIOCESE OF ATLANTA  
HIGH SCHOOL STUDENT SUBSTANCE ABUSE POLICY**

For St. Pius X Catholic High School families, the Acknowledgement Form for this policy is required at the time of re-enrollment.

**This policy** establishes the Archdiocese of Atlanta's position on the use or abuse of alcohol, drugs or other controlled substances including nicotine by its high school students. It is a part of our commitment to safeguard the health of our students and to provide a safe environment for students to learn and to grow. Because substance abuse, either while at school or away from school, can seriously endanger the health and safety of students and render it impossible to create an environment conducive for learning, the Archdiocese of Atlanta has established this Drug-Free School Program to detect users, provide appropriate counseling and resources to support students and families and ultimately remove students who continue to abuse alcohol, drugs or other controlled substances. The Archdiocese of Atlanta is committed to preventing the use and/or presence of these substances in its school or on its property and to encouraging its students to say "no" to drugs and alcohol.

The elements of this policy are as follows:

1. **Anti-drug Policy.** The Archdiocese of Atlanta prohibits the unlawful manufacture, distribution, dispensation, presence, or use of alcohol, drugs, or other controlled substances on school property or during any school sponsored activities. Students violating this prohibition will be referred to rehabilitation, counseling and/or disciplined up to and including expulsion.
2. **Notice.** Notice of this policy will be posted in appropriate handbooks and policy manuals.
3. **Acknowledgment/Copy to Students.** All students and parents will acknowledge notice and consent of this substance abuse policy by annually signing the Student/Parent Acknowledgment Form.
4. **Education Program/Student & Parent Orientation Sessions.** The Archdiocese of Atlanta will present several Substance Abuse Orientation/Education Programs for all students on a periodic basis. In addition, the Archdiocese of Atlanta will conduct Parent Orientation Sessions designed to explain the school's Substance Abuse Program and general education concerning the dangers of drug and alcohol use.
5. **Application of Policy.** This policy applies to all high school students grades 9-12.
6. **Policy Implementation Dates.** The mandatory drug and alcohol testing provisions of this policy became effective with the 2017-2018 school year. Parents or legal guardians of all students enrolled for the current school year are required, as a condition of enrollment of their son or daughter at any archdiocesan high school, to acknowledge and consent to the Student Substance Abuse Policy, including the drug and alcohol testing procedures.
7. **Mandatory Drug Testing.** Archdiocesan high schools will utilize drug and alcohol testing to help administer this policy. Archdiocesan high schools reserve the right to drug and/or alcohol test students at any time, for any reason. Any refusal to take a drug and/or alcohol test will result in referral to rehabilitation and/or disciplinary action up to and including expulsion, depending on the circumstances. All parents/legal guardians of students and students will be required to sign the Chemical Screening

Consent and Release Form prior to drug or alcohol testing as a condition of enrollment. Such consent is deemed valid for the entire school year. In general, the following types of testing will be used:

A. Random Testing. All students in grades 9 through 12 will be subject to random testing throughout the school year.

B. Reasonable Suspicion Testing. Students will be tested when reasonable suspicion exists such that their behavior or performance indicates possible alcohol or other drug use, in violation of this policy. The decision to test a student under reasonable suspicion rests with the high school principal.

C. Post-Accident Testing. Students will be tested following serious accidents, which cause injuries requiring medical attention. Students will not be tested under this provision following accidents which only cause minor injuries, requiring only minor first aid treatment.

D. Follow-up Testing. Students will be tested when there has been an admission of alcohol/drug use, detection of alcohol/drug use, or when returning from counseling/rehabilitation, which was the result of a positive test and the involuntary referral of the student to rehabilitation. Follow-up testing can randomly be conducted any time and without advance notice due to the above conditions and without advance notice to the student and at the discretion of the High School Principal.

E. Students who alter or attempt to alter the test (including but not limited to synthetic urine, diluting specimen) will appear before the Honor Council and enter into a substance contract discipline track.

8. Cost of Drug Testing. Archdiocesan high schools will pay the cost of all mandatory drug and/or alcohol tests, initial and confirmation. A student and/or his/her parents shall pay the cost of any contested test, follow-up testing and any additional tests not subject to the student substance abuse policy programs.

9. Positive Drug Test.

A. Medical Review Officer (MRO) - All positive drug test results will be reviewed by the Medical Review Officer (MRO). The MRO may contact the student and his/her parents in order to investigate the reasons behind a positive drug test. Failure to cooperate with the MRO will result in immediate suspension pending disciplinary review. If the MRO is unable to contact the student and his/her parents, the MRO will communicate that fact to the appropriate high school principal. Once the MRO has finalized the investigation s/he will communicate the results to the high school principal.

B. Confirmation/Notification/Retesting - All positive drug tests will be confirmed using gas chromatography/mass spectrometry (GC/MS) or an equivalent method. Within five (5) school days after receipt of a positive confirmed test result from the MRO, a student and his/her parents will receive written notification from the school of such positive confirmed test result (Notification Form), the consequences of such results, and the options available, whereupon the student and his/her parents will have five (5) school days to contest or explain the positive test result. If the student's or parent's explanation or challenge is unsatisfactory to the MRO, the MRO shall report a positive test result back to the high school principal.

C. Students - If a student tests positive (confirmed drug test), his or her parents shall be notified, and he or she will be referred to evaluation, assessment, counseling and/or rehabilitation at his/her or his/her

parent's own expense. Students must enter and successfully complete an approved substance abuse counseling/rehabilitation program at their own expense to remain enrolled at an archdiocesan high school. Each school will maintain a resource file which contains information on rehabilitation resources. Refusal to agree to be referred to rehabilitation will result in immediate expulsion.

10. Drug Testing Procedures. The Archdiocese of Atlanta will utilize any type of drug and/or alcohol testing procedure that it believes is appropriate, in conformity with the law, including urinalysis, blood tests, breathalyzers, or any other method. All parents/legal guardians of students and their students, and/or students over the age of majority will be required to sign the Chemical Screening Consent and Release Form at the time reenrollment occurs at each school, and such consent is deemed valid for the entire school year.

11. Drugs. The Archdiocese of Atlanta will determine the controlled substances (including alcohol and nicotine) for which testing will be performed.

12. Drug & Alcohol Arrests/Convictions. Any student who is involved with, arrested or convicted, including a plea of nolo contendere or other pleas with respect to any alcohol or drug incident must report the details of the incident(s) immediately and in no case later than five (5) days to the Principal. Any such incidents that are not reported by the student or his/her parents or legal guardians will be treated as a serious violation of this policy and subject the student to immediate suspension pending a disciplinary committee review. Should a student be convicted of Driving Under the Influence (DUI), disciplinary action shall result in accordance with the parent/student handbook and the Policy Manual for the Office of Catholic Schools.

13. Resource File/Student Assistance. Each high school will maintain a Resource File in the administrative offices containing information on substance abuse assistance programs and rehabilitation resources, where students and their parents may obtain information and/or counseling or treatment for rehabilitation from substance abuse, at parent/guardian expense.

14. Disciplinary Action. The Archdiocese of Atlanta reserves the right to use disciplinary action up to and including expulsion for any violation of this policy, any positive drug or alcohol test, tampered/adulterated test, refusal to take a test, or any refusal by a student to cooperate with any aspect of this policy. If a student tests positive a second time for a drug or alcohol test, it will be grounds for possible immediate expulsion.

15. Confidentiality. All information, test results, or other materials received by any of the high schools in the operation of this substance abuse program are confidential communications, which will only be utilized on a need-to-know basis. These confidential communications and information will not be released unless required by law or with parental consent.

16. Designated Substance Abuse Program Official: The high school principal is the designated Substance Abuse Program Official. All communications and the coordination of the program will be conducted through the designated substance abuse program official.

17. Searches. St. Pius X Catholic High School reserves the right to search any person, personal article, locker, vehicle or other items brought onto archdiocesan property. Refusal by a student to consent to a search will be grounds for immediate suspension pending a referral to the disciplinary review committee.

18. Policy Changes. The Archdiocese of Atlanta reserves the right to change, alter, or amend this policy at any time at its discretion.

19. Definitions. When used in this policy, the term:

A. "Alcohol" means ethyl alcohol, hydrated oxide of ethyl, or spirits of wine, from whatever source or by whatever process produced.

B. "Drug" means amphetamines, cannabinoids, cocaine, phencyclidine (PCP), methadone, methaqualone, opiates, barbiturates, benzodiazepines, propoxyphene, ecstasy or a metabolite of any such substances, and nicotine. The Archdiocese of Atlanta may test a student for any or all of these.

C. "Student" means any person enrolled at any archdiocesan high school.

D. "Nonprescription medication" means a drug or medication authorized pursuant to federal or state law for general distribution and use without a prescription in the treatment of human disease, ailments, or injuries.

E. "Prescription medication" means a drug or medication lawfully prescribed by a physician for an individual and taken in accordance with such prescription.

### **Substance Use Contract**

Students are placed on Substance Use Contracts when they have violated the substance use policies as stated in the student handbook. Parents will be notified in writing when their student is placed on Substance Use Contract by one of the Deans of Students. Signed contracts (as well as all official school documents) must be returned to the Dean of Students Office within 2 (two) school days of receipt to avoid further disciplinary penalties. Should the student remain at St. Pius X, a Substance Use Contract will be in effect through graduation with the following stipulations. Additional stipulations may be required based on the individual case.

### **Substance Use Contract Requirements**

- Upon receiving the substance use contract, you are responsible for contacting a provider to obtain a risk assessment; please refer to the list provided in this contract packet. After scheduling your appointment, you are also responsible for informing your student's counselor via email with the date, time, and provider with whom you will be completing your risk assessment. You must contact your student's counselor about your scheduled appointment within 1 week of scheduling to verify the appointment. Results of the risk assessment should be forwarded to your students' counselor upon completion of the assessment. Your family has 3 weeks to provide the results of the risk assessment to your counselor or further disciplinary action will be taken including, but not limited to out of school suspension or a discipline hearing. **(Discipline Track, Health Track)**
- Once the risk assessment is complete and the results received by the St. Pius X Counselor, you will be notified if additional meetings are required. Depending on the risk assessment evaluation (and the outcome of any additional meetings at St. Pius X), your counselor will notify the St. Pius X administration of any amendments to be made to the original contract. **(Discipline Track, Health Track)**

- Student is responsible for contacting his/her SPX extracurricular coach(es) / director(s) at this time. Penalties are at the discretion of the coach(es) / director(s) as listed in any contracts/expectations relevant to the student's participation in the program. Additionally, please be aware that your student may not hold elected office or represent his/her class, sport, club, or organization in homecoming or Prom courts while this contract is in effect. Additional restrictions may be enforced per the handbook, or by team, club, or organization. **(Discipline Track, Health Track)**
- *Discipline Track School Penalty:* Sit out 20% of the competitive athletic or performance schedule (if less than 10 events, student must miss 1 full event) at first available opportunity. Students may have additional penalties at the discretion of the coaches/directors as listed above. **(Discipline track only)**
- Students will be randomly selected to participate in the substance testing program. Results must be negative when randomly screened. **(Discipline Track, Health Track)**
- Cost per random test will be added to the student's FACTS account. **(Discipline Track, Health Track)**
- Other stipulations as noted following review of assessment and subsequent meeting(s) with St. Pius X counselor will be added through an addendum letter. **(Discipline Track, Health Track)**
- I understand that any further Substance Use related incidents (as defined in the Student Handbook) and/or any non-negative Substance Use tests (as outlined above) will result in an appearance before the Discipline Committee. I realize that a second Substance Use related offense will likely result in expulsion from St. Pius X Catholic High School. **(Discipline Track, Health Track)**
- *College reporting:* Upon a second offense, St. Pius X is ethically bound to contact colleges regarding a change of status that results from the second incident (including, but not limited to, suspension, expulsion, change of school).

# **Uniform Policies and Dress Codes**

## **The Purpose of the Uniform**

### **General Uniform Guidelines**

- Uniform Code
- Uniform Enforcement
- Student IDs and Lanyards

### **Particular Uniform Guidelines**

- Shirts
- Acceptable Outerwear
- Shoes
- Men's Slacks
- Women's Skirts/Skorts
- Women's Slacks
- Socks
- T-Shirts
- Hair Styles
- Men's Facial Hair
- Tattoos and Jewelry

### **Special Circumstances Regarding No Uniform**

- Out-of-Uniform: Medical Reasons
- Out-of-Uniform Days
- Spirit Days
- Field Day
- Out-of-Uniform Restrictions

### **Specific Dress Codes**

- Dress Codes for Dances
- Other Notable Dress Requirements

## UNIFORM POLICIES

### THE PURPOSES OF THE UNIFORM

The uniform at St. Pius X has several purposes.

First, it supports the school's mission by seeking to erase divisions that might be apparent in settings without a uniform. For instance, our students come to us from a wide range of socioeconomic circumstances and are hardly monolithic; therefore, the uniform serves as one type of equalizer for our students so they can focus on their studies.

Second, the uniform supports the school's mission by assisting students in their development toward career readiness. The uniform is intended to reflect the professional appearance that one would expect in the workplace. Similarly, many careers have dress codes and regulations for the sake of the profession: for example, doctors, nurses, lawyers, firefighters, police officers, military personnel, research professionals, and hospitality professionals are all expected to adhere to particular dress and appearance standards. The St. Pius X uniform is intended to help students become habituated to such strictures prior to their entrance into their chosen profession.

Third, the school seeks to form students in a manner consistent with the teachings of the Catholic faith on the virtue of modesty, as stated, for example, in the Catechism of the Catholic Church (2521-2524):

In conclusion, we at St. Pius X are proud to be representatives of our school. This carries with it a responsibility to present ourselves in a manner fitting our dignity as people who "belong to the Lord." Our students are the first ones to be seen by visitors when they come onto our campus. Therefore, it is expected that our students will always wear their uniform correctly and proudly. It is one of the ways we demonstrate a unifying faith in Christ as well as a unity of belief in the mission of St. Pius X Catholic High School.

### GENERAL UNIFORM GUIDELINES

#### [Uniform Code](#)

Uniform Policy 2023-2024	
FOOTWEAR	<ul style="list-style-type: none"><li>● SOLID BLACK, BROWN, or WHITE Shoes<ul style="list-style-type: none"><li>- Tennis Shoes, Loafers, or Flats (must cover toe and heel)</li><li>*NO SLIPPERS/HOUSESHOES/UGGS/CROCS OF ANY KIND*</li></ul></li><li>● Saddle Shoes</li><li>● SOLID BLACK, NAVY or WHITE socks (ladies &amp; gentlemen) *NO symbols*</li></ul>
TOPS	<ul style="list-style-type: none"><li>● White Short Sleeve or Long Sleeve SPX Polo (2 more years) - laurel wreath logo</li><li>● Current Senior Polo (2 more years) - see image</li><li>● New logo polos sold in Roar Store - see image</li></ul>
OUTERWEAR	<ul style="list-style-type: none"><li>● Navy Blue crewneck or Quarter Zip Sweatshirt with SPX logo including those</li></ul>



	provided by any SPX organization <ul style="list-style-type: none"> <li>• SPX Underclassmen Navy sweaters, fleece, and jacket</li> <li>• SPX Senior Sweatshirt (*Current Senior Class Only*)</li> </ul>	
BOTTOMS	GENTLEMEN <ul style="list-style-type: none"> <li>• Gray Pants - Flynn O'Hara</li> <li>• Black, Brown, or Chi Rho Belt</li> </ul>	LADIES <ul style="list-style-type: none"> <li>• Skirt - Flynn O'Hara w/spandex biker shorts underneath</li> <li>• Gray Pants - Flynn O'Hara</li> </ul>
HAIR	GENTLEMEN <ul style="list-style-type: none"> <li>• Hair must be off the eyebrows, above the ears and collar</li> <li>• Hair may not be dyed, bleached, or highlighted in a non-natural human hair color</li> <li>• Hair must be clean, kempt, and professional</li> </ul>	LADIES <ul style="list-style-type: none"> <li>• Hair must be out of the eyes and may not be dyed, bleached, or highlighted in a non-natural human hair color</li> <li>• Hair must be clean, kempt, and professional</li> </ul>
ACCESSORIES ALLOWED	<ul style="list-style-type: none"> <li>• Two stud or small hoop earrings in each ear; may not dangle (Ladies Only)</li> <li>• One ring allowed on each hand</li> <li>• Two necklaces (either a pendant on a silver or gold chain or a string of pearls)</li> <li>• One item (silver/gold bracelet or hair tie ONLY) may be worn on each wrist</li> </ul>	

\*ALL STUDENTS WILL BE "GRANDFATHERED" FOR TWO YEARS TO WEAR THE CURRENT UNIFORM POLOS.

\*ALL NEW UNIFORMS WILL BE MANDATORY 2025-2026 SCHOOL YEAR

#### Uniform Enforcement

Students will be given the penalty of a detention for any uniform policy infraction. Detentions will be issued at the discretion of any faculty/staff member during the school day.

#### Student IDs:

Students are required to have on their person at all times their current school year student ID card in order to purchase lunches, sign in at the library, entrance into home athletic events, fine arts events, school dances, or make purchases in the Roar Store. Students who forget, lose, or misplace their ID card may purchase a replacement ID in the Dean of Students' office for \$15 (charged to FACTS) for each and every replacement request. Students may not purchase lunch in the cafeteria without their current school year ID card. SPX Student ID cards may not be shared with others at SPX or those attending other schools.

## **PARTICULAR UNIFORM GUIDELINES**

### **Uniform Shirts**

All underclassmen will wear either a white or navy polo shirt. Students are allowed to have the top button only unbuttoned on their polo shirt. Oversized, excessively small or short shirts are not allowed. Official St. Pius X Logo on the shirt is the only acceptable logo. All uniform shirts must be tucked in at all times, especially when students are wearing sweaters, quarter zips, or senior sweatshirts. Shirt collars are to be visible when wearing sweatshirts or quarter zips. Students must wear their uniform shirt under any sanctioned outerwear. Outerwear is never to be tied around the waist.

### **Acceptable Outerwear:**

All students should own one or more of the following: a navy school uniform sweater, a senior sweatshirt, a school uniform fleece jacket, an all-weather school jacket, a school letter jacket, or an official SPX uniform-compliant crew neck or quarter-zip sweatshirt. All other outerwear, including sweaters, team jackets, and/or team sweatshirts are considered out-of-uniform and may not be worn in the school building from first bell to last bell (this includes lunchtime).

### **Shoes:**

Females: Ladies black/white saddle oxfords, black or brown leather tie-up dress shoe (completely covers the foot) or black or brown leather standard heel loafer, or solid black, solid brown, or solid white athletic shoes.

Males: Men's black or brown leather tie-up dress shoe or black or brown leather standard heel loafer, or solid black, solid brown, or solid white athletic shoes.

Shoes must be worn as the manufacturer intended, that is, laced if tie-up and with the heel of the shoe covering the heel of the foot. Students may not draw, color or have graffiti of any type on their school shoes. If a student cannot wear his/her uniform school shoes (saddle oxfords, penny loafers or dress lace up shoes) for medical reasons, the student must wear an alternative uniform shoe. Any adjustment to the school uniform must be prescribed in writing by a physician. A note from a parent is not acceptable and the doctor's note must be on file with the school nurse.

### **Men's Slacks:**

All males will wear dark charcoal gray slacks which must be purchased from Flynn O'Hara Uniforms. No other brand of slacks may be worn. Males' slacks should be fitted to the waist and be hemmed properly without cuffs. Pants worn on or below the hips are not permitted. All males must wear a black, brown, or Chi-Rho belt.

### **Women's Skirts/Skorts:**

Skirts/Skorts must be the appropriate length and fitted appropriately to the waist/hips. Girls are in compliance if they have the following:

- Shorts must be attached to the skort as manufactured/shorts must be worn under the skirt
- Skirt/Skort cannot be rolled at any time during the school day
- Length must be longer than the longest fingertip when arms are placed at the sides

### **Women's Slacks:**

Charcoal slacks available only from Flynn O'Hara are allowed as a uniform choice for all girls, grades 9-12. Slacks must fit appropriately and not be tight through the hips.

**Socks:**

Girls may wear (solid colors only) black, white or navy knee or crew socks. Males' socks may be black, white or navy crew socks (solid colors only). Girls may wear only navy tights or leggings in the winter time.

**T-Shirts:**

Only plain white (no graphics, no logos, no writing) T-shirts may be worn under the uniform shirts. Plain white long-sleeved T-shirts are allowed only under long sleeved uniform shirts.

**Hair Styles:**

Students may NOT come to school with hair dyed unnatural colors (bright blonde, reddish purple, heavily bleached hair, ombre, gray, mohawks or excessively shaved hair or patterns, hair tinsel/ribbons/colored extensions, etc.) or any other.

The following hair accessories ARE permitted:

- Solid black, brown, white, navy or school plaid unadorned headbands/ribbons may be worn.

The following hair accessories are NOT permitted:

- Scarves of any length or color are not permitted

We require a simple hair style which is consistent with our simple, tailored appearance of the school uniform. All hair must be clean, kempt, and professional. The school reserves the right to control the extremes in hairstyles for all students.

**Men's Facial Hair:** All male students must be neatly shaven, no facial hair permitted, this includes sideburns. The length of the sideburns cannot pass beyond the mid-ear point.

**Tattoos and Jewelry:**

Tattoos (temporary, henna, semi-permanent and/or permanent), writing on exposed skin, and body-piercing (apart from the two pierced earrings per ear which are allowed) are not considered to be consistent with the uniform code of St. Pius X. Therefore, students should not obtain visible tattoos nor have their bodies visibly pierced including, but not limited to: gages/gauges or any other expansion device, tongues, eyebrows, noses, lips, etc. The school reserves the right to expel students who violate this rule and who refuse to remedy the situation. An exception may be made for students celebrating their family's cultural events (temporary henna, etc.); prior approval with parent communication must be obtained from the Dean of Students.

**SPECIAL CIRCUMSTANCES REGARDING NO UNIFORM****Out of Uniform-Medical Reasons**

If a student is unable to wear any part of their school uniform due to a medical reason, a physician's note on the physician's letterhead containing a diagnosis and an end date for accommodation must be given to the school nurse. The student must wear all other components of the school uniform appropriately.

**Out-Of-Uniform Days**

These will be announced. On regular out-of-uniform days students are expected to come to school in regular casual clothes which are clean and without holes or fraying of any kind. Jeans are allowed on out of uniform days. They are always expected to be neat, modest and well-cared-for. No low cut tops, plunging necklines which would expose any cleavage or spaghetti straps will be permitted. The wearing of jewelry must continue to follow the daily regulations. Spirit wear is not required. Sandals of any type are NOT allowed. All shoes must cover the entire foot.

## **Spirit Days**

Students are expected to wear clothing with a visible St. Pius X logo on it. Students whose clothing does not meet the expectations of school officials will be sent home or will be given a school uniform to wear for the day. Approved clothing for spirit day consists of jeans or khaki style pants, tennis shoes or shoes that cover the entire foot and SPX logoed apparel. Sandals of any type are NOT allowed.

## **Field Day**

On Field Day ONLY: Students are expected to come to school in athletic shorts or Bermuda shorts (no leggings or skorts) and predesignated class color T-shirts. T-shirts must be intact with neck, torso, sleeves unaltered and uncut. No tank or halter tops. Socks and tennis shoes must be worn. No flip-flops or sandals of any kind may be worn on field day.

## **Out-of-Uniform Restrictions**

### **On Out-of-Uniform or Spirit Days (Boys and Girls)**

#### ***ABSOLUTELY NONE OF THE FOLLOWING:***

- skirts, dresses, rompers, shorts or city shorts of any length (pants must come AT LEAST to the bottom of the calf),
- military grade or hunting camouflage clothing
- pajama pants or lounge pants
- white pants or skirts (linen)
- sweat pants, athletic style pants
- jeans/pants with tears or holes (fake or real) of any size
- oversized pants falling below natural waist
- spandex or form-fitting clothing (including but not limited to leggings/jeggings, pajama jeans, yoga pants and/or leotard type tops)
- low cut or plunging necklines which would expose any cleavage
- shirts which show midriff
- spaghetti strap tops/sweaters/blouses
- tank tops/sweaters/blouses
- strapless tops/sweaters/blouses
- oversized/undersized shirts
- Birkenstocks, Crocs, flip flop type shoes, beach shoes, slippers (indoor/outdoor) or bedroom shoes (indoor/outdoor), shoes with rollers or skates on the bottom
- any hats

Advertising on clothing which is designed to promote the use of alcohol or other drugs or that which is of a political nature or might not be in keeping with the Christian values promoted in this school is prohibited.

*Note: Because of the unique and constantly changing nature of fashion, the school has reserved the right to classify any style of dress, grooming, or appearance as inappropriate. Students who are dressed in a fashion that does not meet the expectations of school officials will be sent home. Continued offenses may result in suspension or expulsion.*

## **SPECIFIC DRESS CODES**

### **Dress Codes for Dances**

St. Pius X sponsors school dances during the school year. These dances provide students the opportunity to enjoy friendship and community outside of the school day consistent with our Catholic mission and values. As St. Pius X sponsored events, the expectation is that a student's appearance and behavior reflect virtue and modesty. With this in mind, the following attire expectations are in effect for St. Pius X school

dances.

DRESS CODES FOR DANCES		
EVENT	Dress Code for Males	Dress Code for Females
<b>Semi-Formal Dances, Prom</b>	<ul style="list-style-type: none"> <li>• Semi-formal attire is required, e.g. a suit or tuxedo (prom).</li> <li>• No jeans</li> <li>• Appropriate undergarments should be worn and not visible.</li> </ul>	<ul style="list-style-type: none"> <li>• Semi-formal attire is required</li> <li>• Appropriate undergarments should be worn and should not be visible</li> <li>• Personal style is encouraged but dresses should be modest and respect the dignity of the body and the environment of a Catholic School.</li> </ul>
<b>Homecoming</b>	<ul style="list-style-type: none"> <li>• Semi-formal attire is required, e.g. a suit, sport coat, button-down shirt and slacks, and tie</li> <li>• No jeans</li> <li>• Appropriate undergarments should be worn and not visible.</li> </ul>	<ul style="list-style-type: none"> <li>• Semi-formal attire is required; it should not be as dressy as what is expected for Prom</li> <li>• Appropriate undergarments should be worn and should not be visible</li> <li>• Personal style is encouraged but dresses should be modest and respect the dignity of the body and the environment of a Catholic School.</li> </ul>
<b>Informal Dances Dress Code</b>	Students should adhere to the dress code requirements for out of uniform days.	

## OTHER NOTABLE DRESS REQUIREMENTS

OTHER NOTABLE DRESS REQUIREMENTS		
EVENT	Dress Code for Males	Dress Code for Females
<b>Graduation Festivities:</b> <ul style="list-style-type: none"> <li>Honors Assembly</li> <li>Baccalaureate Mass</li> <li>Graduation</li> </ul>	<ul style="list-style-type: none"> <li>Clean Shaven.</li> <li>No jeans</li> <li>Dark dress slacks, white dress shirt with a tie, appropriate dress shoes</li> <li>Appropriate undergarments should be worn and not visible.</li> </ul>	<ul style="list-style-type: none"> <li>Any color dress (no denim) not shorter than mid-calf in length &amp; appropriate dress shoes.</li> <li>Appropriate undergarments should be worn and should not be visible</li> <li>Personal style is encouraged but dresses should be modest and respect the dignity of the body and the environment of a Catholic School.</li> </ul>
	<p>All seniors should wear full regalia in addition to the specific requirements listed below. Full regalia includes:</p> <ul style="list-style-type: none"> <li>Graduation gown and mortarboard with tassel provided by St. Pius X</li> <li>School-awarded medals</li> <li>School-approved stoles and cords*</li> </ul> <p>* The St. Pius X graduation exercises are formal events and therefore we do not allow decorations or adornments on mortar boards (caps) or on graduation gowns for Honors assembly, Baccalaureate Mass, or Graduation. Only stoles or cords approved by the Dean of Academics are allowed. Students who receive academic honor roll medals at the Honors Assembly may wear those medals with their graduation regalia if they choose.</p>	
<b>Senior Tie-Dye and Skort/Pants Painting</b>	<p>Seniors traditionally have a special out of uniform day at the end of the second semester where they will tie-dye one of their senior polo shirts and paint their college logo on their skirt/skort or gray pants. Seniors may paint only the university logo or university name on the skirt/skort or pants. No painting on the back of pants or skirts/skorts. No phrases, battle cries, or other language even if associated with the university are allowed on the shirts, skorts, or pants</p>	

updated July, 2023

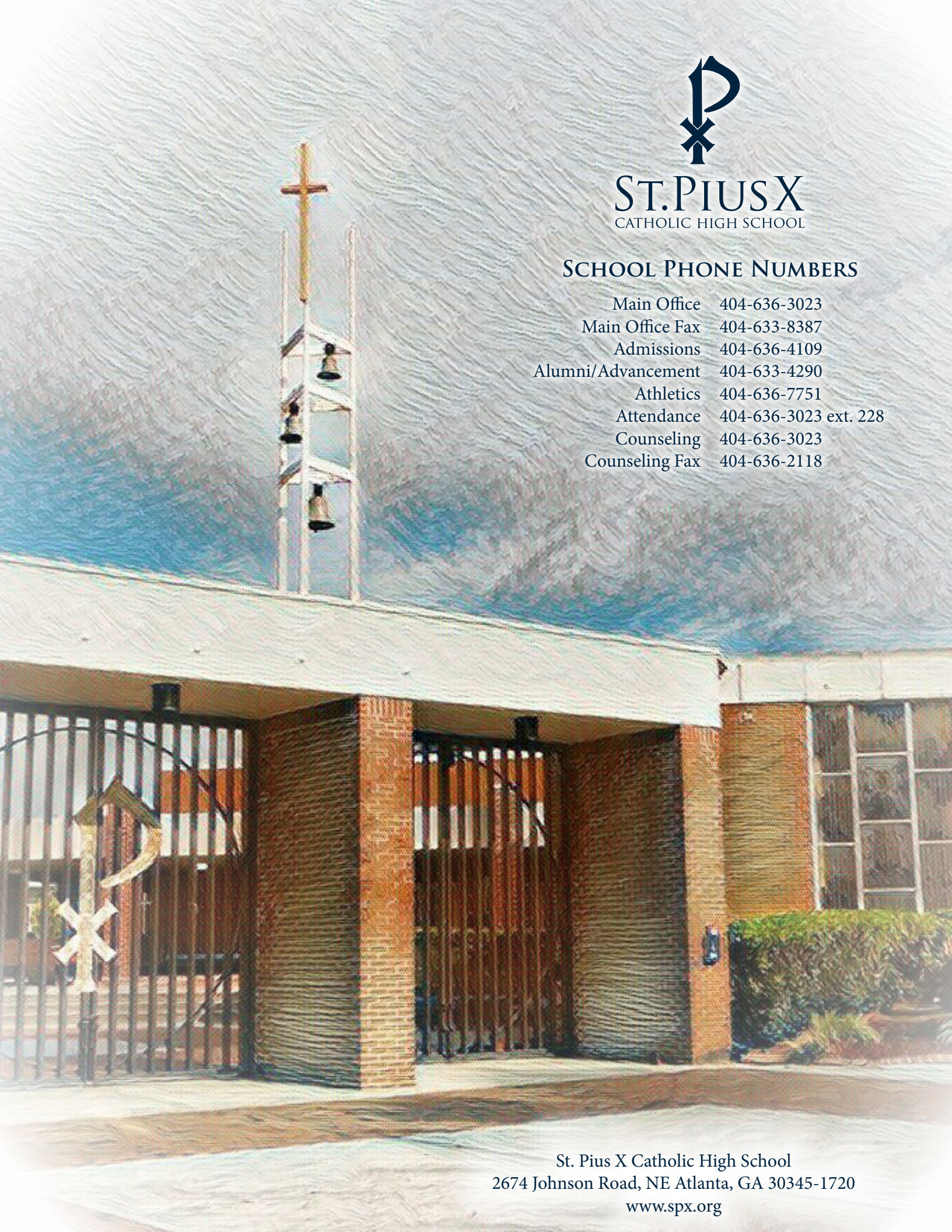




ST.PIUSX  
CATHOLIC HIGH SCHOOL

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Main Office Fax	404-633-8387
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Alumni/Advancement	404-633-4290
Athletics	404-636-7751
Attendance	404-636-3023 ext. 228
Counseling	404-636-3023
Counseling Fax	404-636-2118



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