



ST. PIUS V SCHOOL FAMILY HANDBOOK

St. Pius V School
28 Bowler Street
Lynn, MA 01904

781-593-8292
stpiusvschool.org

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28 Bowler Street
Lynn, MA 01904
(781 - 593 - 8292)**

Do your best... Be Kind to others...

Introduction:

Saint Pius V School was established in 1945 by the Sisters of Saint Joseph serving the families of the parish and the city of Lynn. Today we are a PreK- Grade 8 school, the largest ministry of Saint Pius V Parish and HOST Catholic Collaborative. Saint Pius V School is accredited by the New England Association of Schools and Colleges (NEASC).

Saint Pius V School considers it a blessing and a privilege to work with parents in the formation, development, and education of their children. We believe parents are the primary educators of their children, and your choice to enroll your children at Saint Pius V School involves a commitment and a responsibility to follow the policies and procedures outlined in this family handbook. It is expected and required that each family will review the contents of this handbook. When the whole community agrees to follow the procedures and policies of the school, everyone will benefit, working together, we can accomplish great things.

“Christ is the reason for this school. He is the unseen but ever-present teacher in its classes. He is the model of its faculty and the inspiration of its students.”

- Author Unknown



Section 1 Vision / Mission

Vision

Saint Pius V School is dedicated to the formation of the whole child, encouraging each child to learn and experience what is good, true, and beautiful through an encounter with Jesus Christ. In doing so, Saint Pius V School strives to provide a unique, comprehensive, quality education with particular emphasis on Catholic virtues, fundamental skills, critical thinking, technology, and the fine arts while promoting personal responsibility, appreciation for diversity, family involvement, and a spirit of unity. Saint Pius V School reflects an example of Christian stewardship through service to God and neighbor, adding to the stability and integrity of the parish, the wider community, and the city of Lynn.

Mission

Saint Pius V School is a "Lived Experience" focused on developing the whole child according to the gospel of Jesus Christ, encouraging each child to do his/her best and to be kind to others.

Section 2 School Schedule / Arrival and Dismissal Procedures

Saint Pius V School follows Lynn Public Schools snow days, holiday, and school vacation schedule. Additional Holy Days and /or Professional Development Days will be added annually to the Saint Pius V School calendar which is posted on the school's website.

Arrival 7:45 am First Bell 7:58 Last Bell 8:10 * After the 8:10 bell, your child is considered tardy for school, and parents must sign them in at the office. *Please make every effort to have your child on time for school to limit class and school day disruptions.*

Dismissal: 2:30 any student still remaining for pick up after 2:45 will be dismissed to the After School Program for a fee.

Changes in Transportation

Students are only allowed to be picked up by adults designated in the FACTS family portal system. If there is a change in pick up, permission must be given by the parent to the school through a written note or phone call. Please call the office with any dismissal changes:

781- 593- 8292

Before School Program 6:45 - 7:45

After School Program: 2:30 - 5:30

Parents using the **Before School Program** or **After School Program** need to register their child/ren using the FACTS family portal. *Directions on how to sign up are located in the office and on the school website.* * **Cost: \$10.00 per hour**

Morning Arrival

Parents may drop off children in the schoolyard (large lot) beginning at 7:45 am. Students will be supervised by a member of the faculty beginning at 7:45. Morning arrival is not a recess time. For everyone's safety, running, jumping, and chasing are not allowed during morning school drop-off time.

In the event of inclement weather, students will file directly into the school starting at 7:45 am.

Car line Morning Drop Off: Slowly pull down Malarkey Way from Bowler Street to the Parish Center, children exit from the car and walk to the school yard. Cars turn right or left onto Maple Street exiting the parking lot. Please be careful for pedestrians at all times.

Park and Walk

Parents may use the small church lot and walk children over to the school yard.

Parents may use the smaller white house lot and walk students across Maple Street.

Parking on Maple Street is not allowed

Please do not park on Bowler Street in front of the crosswalk cones.

Please do not park in the Administration lot - Bowler Street garage.

Please do not park behind the Parish Center

Once children enter the schoolyard in the morning, they are not allowed to leave the school grounds during the day unless they are dismissed through the office.

Grade 6-8 file into the building at the first bell at 7:58.

Teachers of PreK - 5 will meet their class line outside before entering the school building. Each class has a designated area in which to form a line.

IMPORTANT: Parents are not allowed to enter the school building to walk their children to classrooms. If there is a need to enter the building, all parents need to go to the Bowler Street entrance and sign in.

Afternoon Dismissal

Car pickup: Slowly drive down Malarkey Way from Bowler Street, fill in the rows for multiple car lines with all cars facing Maple Street, wait for your children to exit the school building and retrieve your child from the classroom teacher.

Parents may park in the small church lot facing Maple Street and use the cross walk to walk over to retrieve your child.

If a student has not been picked up by 2:45 pm, they will be sent to the After School Program for a fee.

Please note *Grades 4-8 will be dismissed directly from the church after Friday Liturgy.

Walking Home Students in grades 5-8 are allowed to walk home with parental permission.

UBER/ RIDE SHARE: * *Ubers and ride share transportation is not allowed for students.*

If your child needs specialized transportation, it is the parent's responsibility to arrange pickup with a vetted transportation company and inform the office of your transportation arrangement.

IMPORTANT:

- **All Adults/Visitors entering the building must report to the Bowler Street front office and sign in.**
- **During drop off and pick please be courteous; do not double park or block other vehicles, driveways, or entrances.**

Before Care and After Care Programs

In an effort to support families of working parents. St. Pius V School provides both Before and After School Care. Both programs are available only on the days when school is in session. The programs are not available on storm days, holidays, or school vacations.

The Extended Day Programs are not drop-in programs. Parents/guardians need to sign up for BSP or ASP Program through the FACTS Family Portal. The cost is \$ 10 per hour.

Late Add-Ons

In instances where a student is a late Add On or sent by administration to After Care after 2:45 A parent/guardian has until midnight of that day in which services were provided to register their child and pay through the FACTS FAMILY PORTAL for that day's attendance.

***If the payment is not applied in the FACTS FAMILY PORTAL by midnight** on the day of services.

A \$20.00 late fee will be applied.

Before-School Care - 6:45-7:45 am for students PreK through grade 8.

After-School Care - 2:30 -5:30 pm for students PreK through grade 8

Section 3 Attendance / Tardies / Dismissal

Attendance is necessary to ensure your child benefits from the school's curriculum and that he/she meets the time/day requirements set by the state to be promoted to the next grade. It is the responsibility of the parent/guardian to follow these MA state regulations of school attendance.

Massachusetts General Law Chapter 76, Section 2, states that it is the duty of parents/guardians to assure that children attend school regularly.

Students in violation of this law are reported to the Superintendent of Schools and Truancy Officer in the city in which they reside and will be reported to the Department of Children and Families.

Reporting Absence

- On the day of Absence: Parents/Guardians must notify both the school office and classroom teacher before 9:00 am.
- Upon Return: A written note or email to the school nurse from parent/guardian explaining reason for the absence is required on the day the student returns to school.

Excused Absence

- Illness or injury as documented by a note from a doctor or reported by parent/guardian
- Medical appointments documented with a note from the doctor's office
- Bereavement as documented by parent/guardian
- Family emergencies
- High School shadow day
- In rare instances, an absence may be excused for other reasons with pre-approval from a school administrator.

Unexcused Absence

- Unreported/nondocumented absence
- Vacation

IMPORTANT

- **Students who are absent from school are not allowed to participate in any after-school activities on the day of the absence:**
- **Students are expected to make up all missed work, according to the work and timeline provided by the teacher.**

Excessive Absences

- More than twenty (20) absences throughout the school year are considered excessive. Excessive absences and/or dismissals may contribute to a drop in academic grades and/or result in an incomplete on the student's report card/transcript.
- Excessive unexcused absences and/or dismissals may be reported to the City Truancy Officer for further action, which may include intervention from the Department of Children and Families or non-promotion to the next grade.

Tardy

In accordance with Massachusetts General Law Chapter 76, Section 2, it is the responsibility of the parent to ensure children attend school.

It is important that your child be on time for school. Chronic tardiness disrupts time on learning, classroom routines, and does not follow the school's mission of personal responsibility.

A student is considered tardy arriving after the 8:10 bell. Parents must park and come to the front office to sign in their child.

Chronic Tardiness: 10 or more per marking period, may result in:

- Meeting with administration to discuss an action plan
- Tardiness could be reported to City Truancy Officer and/or Department of Children and Families
- Students may be ineligible to re-enroll for the following school year.

Dismissal

If your child is going to be dismissed, please notify the office at 781-593-8292 and your child's teacher through note or email. * To limit disruption to Friday Liturgy please schedule Friday dismissal's before 1:30 pm as students will be attending Liturgy in the church.

Section 4 Dress Code

Saint Pius V School's Dress Code is a symbol of school pride and unity.

**To order uniforms: Use Saint Pius V School website -
<https://www.collegiatehouse.com/product-category/uncategorized/>
Collegiate House, Inc.
14 High St.
Medford, MA 02155
Telephone - (781) 219- 4952**

The School Used Uniform Store is open periodically throughout the school year, and dates and times are posted on the Tuesday Take-Home newsletter. The Used Uniform sales are located in the garage on Bowler Street. Or call the office to schedule a time to visit the Used Uniform Store. We appreciate the return of clean, gently used uniforms for the benefit of other families.

PreK -* uniforms are optional: Saint Pius V P.E. Uniforms are permitted and PreK is allowed to wear their own clothing.

Boys K-8 Navy blue dress pants, white button-down shirt, navy blue tie, SPV sweater or vest.
* former yellow shirts are allowed for K-5.

Girls K-5 Uniform jumper or navy blue dress pants, white or yellow blouse, cross tie sweater or vest is optional.

Girls 6-8 Gray skirt, navy blue dress pants, white blouse, SPV sweater or vest is required.

P.E Uniform: navy sweat or wind pants and shorts, SPV logo athletic shirts. SPV P.E. shorts may be worn Sept to Thanksgiving and after April vacation on P.E .days.
*Administration will designate PE shorts uniform for days when weather predicts.

Shoes or sneakers should be clean and appropriate for school. No clogs/crocs or open toe/back shoes are allowed. No heellies, light up or neon colored sneakers. Boots are allowed: November 1 - April 15.

Accessories, make-up, jewelry, and hairstyles should be tasteful and not interfere with the classroom learning environment or cause disruption. *Out of compliance accessories* may be determined by the classroom teacher and/or administration to be a distraction and asked to be placed in a student's backpack or held in the office until the end of the day.

During cooler/cold months, students should have proper clothing for outside activities: winter coats, hats, mittens, boots. It is the discretion of the teacher and/ or lunch monitors to keep a student inside if the student is not dressed appropriately for colder weather.

No Uniform Today - NUT Days

Throughout the school year NUT days will be offered to students either for free or for a small fee to support a worthy cause. On these days students may wear their own clothing while being mindful and respectful of the school and others.

- No clothing with inappropriate graphics, sayings or slogans
- No pajamas
- No large rips or holes in pants that show skin
- No half shirts or tank tops or off the shoulder shirts
- No slippers, crocs or open toe/ back shoes.

Section 5 Health and Medical

At St. Pius V School, we are committed to maintaining a safe and healthy school environment that promotes the well-being of all students.

Health Requirements

In accordance with Massachusetts law, all students must have a current physical examination and an up-to-date immunization record on file with the school.

Illness and School Attendance

To help maintain a healthy and safe learning environment, parents/guardians are asked to follow the guidelines below when determining whether their student is well enough to attend school.

- **Fever:** Students must be fever-free for at least 24 hours without the use of fever-reducing medications (such as Tylenol or Motrin) before returning to school. If a student is dismissed from school with a fever, the student must remain home the following school day.
- **Vomiting or Diarrhea:** Students must remain home until they have been symptom-free for at least 24 hours.
- **Persistent Cough:** Students with a persistent or uncontrollable cough should remain home.
- **Rash:** Students should remain home until the rash has been evaluated and determined to be non-contagious or has been appropriately treated.
- **Conjunctivitis (Pink Eye):** Students may return to school 24 hours after beginning prescribed treatment, unless otherwise directed by their healthcare provider.
- **Antibiotics:** Students prescribed antibiotics should receive the medication for at least 24 hours before returning to school.

If your student is absent due to illness, please notify the school and provide the reason for the absence. To help protect the health of our school community, parents/guardians are asked to notify the School Nurse if their student is diagnosed with a communicable illness. This includes, but is not limited to, strep throat, influenza, norovirus, conjunctivitis (pink eye), head lice, impetigo, fifth disease, hand, foot, and mouth disease, chickenpox, pertussis (whooping cough) or mononucleosis.

Medications Whenever possible, medications should be administered at home rather than during the school day. If a medication schedule can be adjusted to avoid school hours, families are encouraged to do so.

When medication must be administered during the school day, the School Nurse may administer the medication only after receiving a completed Medication Consent Form and a signed medication order from a licensed healthcare provider. All medications must be delivered to the school by a parent/guardian in the original pharmacy-labeled container and may not be transported to school by a student.

Emergency Allergy and Asthma Medications

Students with severe allergies requiring epinephrine or asthma requiring an inhaler must have the following on file in the Health Office:

- A current Allergy Action Plan or Asthma Action Plan completed by the student's licensed healthcare provider.
- A signed medication order from the student's licensed healthcare provider.
- A completed Medication Consent Form.
- At least two current epinephrine auto-injectors (for students with severe allergies).
- A current rescue inhaler and spacer, if prescribed (for students with asthma).

Parents/guardians of students with severe allergies or asthma should provide the School Nurse with information regarding the student's medical history related to the student's allergy or asthma, including known triggers, previous reactions or episodes, typical symptoms, warning signs, and any other relevant information. This information helps ensure an appropriate and timely response in the event of an allergic reaction, asthma episode, or other medical emergency.

Saint Pius V School is a " Food Allergy Aware School." All staff members assist in promoting an awareness of food allergies in all community members. Students with food allergies should be identified by parents/guardians on the Emergency Information Form at the beginning of each school year. All staff will be trained in procedures regarding food allergies, including the proper use of an epi-pen.

- Food Allergen-Free tables are designated in the lunch hall (if needed) for students that require a separate Food Allergen-free table. All tables will be properly washed after each lunch period. .
- All school personnel will be aware of where the epi-pens are kept and trained in their proper use.

Section 6 Communication

Communication is essential for cultivating fruitful partnerships between the school and parents and for building a sense of community at our school. The school routinely shares information with the entire school community in the following ways: - School-wide emails from administration - Renweb/FACTS parent alert system - Weekly Newsletter from the Principal - School Website: - St. Pius V School Social Media

To stay informed: consistently check:

- School Calendar is on FACTS family portal and posted on the school website
- Weekly “Tuesday Take-Home” sent out weekly to emails and is posted on the school website
- Read Text Alerts and email communications that are sent from the school office
- Review the Weekly or Monthly Teacher memos sent home to all families from your child’s teacher.
- Saint Pius V School Social Media
- School website www.stpiusvschool.org
- Call the office phone: 781-593-8292

FACTS SIS / FAMILY PORTAL is our online access system that contains student data, family information and parent forms. Saint Pius V School updates information regularly regarding school events and your child’s academic standing on FACTS Family Portal. Go to <https://sis.factsmgt.com/accounts/>. District code is SP-MA .

Please remember to update your information each year in the FACTS portal. It is important that the school has your correct information. Custody Documentation: Any Information regarding custody and/or visitation rights must be communicated in writing to the school office along with a copy of any/all legal documents.

Communication with your child’s teacher

If you have a question or concern involving your child, first contact your child’s teacher through note, email or phone call to the office. Please allow time for the teacher to respond as teachers are with your children during the day and may not have time to read or respond until well after school hours. If you do not receive a satisfactory or timely reply the next step would be to contact administration.

Email is used to enhance the home/school connection and provide additional communication resources to teachers and parents.

Confidential information and/or sensitive information regarding a student shall not be shared via e-mail.

Appropriate Uses of e-mail

- Notice of absence and/or tardy
- To confirm or request a phone call or in person conference
- To provide information that has been requested by teacher or administrator

Prohibited Uses of e-mail

- Discussing personal information, child’s progress or behavior
- Issues involving other students or critical issues that require an in person meeting
- Explanation of homework or grades
- Sending e-mails not related to school activities

Section 7 Cell Phone / Smartwatch Policy

Students must keep cell phones and smartwatches in their backpacks throughout the day beginning at morning arrival. Only an Administrator or teacher may give permission for a student to use a cell phone or smartwatch during the school day. A student using their cell phone/smartwatch without permission will have it confiscated and kept in the office for a parent to pick up.

Students are allowed to call home using the office phone: If calling home becomes a frequent occurrence due to chronic forgetfulness, a student may be denied permission at the discretion of the administration.

If a parent needs to reach their child, all phone calls to the school need to go through the office: 781 -593-8292 * Do not text or call your child's cell phone or smartwatch during the school day. The office will deliver a message to your child.

Section 8 Behavior and Discipline

Saint Pius V School's mission is reflected throughout our school creating a Christ-centered, kind, unified learning environment. Your child is reminded daily to "Do Your Best and Be Kind to Others." For Saint Pius V School to maintain its outstanding reputation, it is essential that parents, guardians, faculty, administration, school staff, and students work together to create a school where everyone feels safe and respected.

Standards of Behavior: students must be respectful of administrators, teachers, staff, monitors and schoolmates. **The Code of Good Conduct** is to be followed at all times during the school day and at any school-sponsored event.

Parents are asked to review the behavior and discipline information that is outlined in this handbook with your child. By signing the "Contract for Educational Services," at the time of enrollment, you agree to know, understand, and support the behavior code and rules of good conduct. Furthermore, you agree to remind your child about good, appropriate school behavior.

Each classroom teacher reviews classroom rules regularly throughout the school year and will work with your child to clearly articulate and model classroom expectations. Occasionally a student will need redirection and/ or a consequence in order to learn what is expected of him/her to be a good citizen and to promote personal responsibility.

Saint Pius V School Code of Good Conduct

- Use Polite, Respectful, Appropriate Language
- Be Honest with Words, Actions and Classwork
- Respect Self and Others
- Respect Property
- Follow Classroom Rules set by the teacher
- Do Your Best and Be Kind to Others

Consequences could include

- Verbal Warning and Redirection
- Time Out
- Phone Call, Email or Note Sent Home
- Loss of Recess Time, Free Time or School Privileges
- Principal's Office

Students who are sent to the principal's office may receive the following consequences

- Redirection and review of the school mission and **Code of Good Conduct**
- Quiet Time out of class
- Recess and/or Lunch Detention
- In-School Suspension
- Out of School Suspension
- Parent/Family Meeting

Discipline Report

In situations that require more serious intervention a discipline report will be written by administration and added to the student's file outlining the offense and consequences. Any office detention and/or any in/out of school suspension will result in a discipline report and parents will be notified by the office. * Discipline is handled on a case- by- case basis and is subject to the administration's discretion.

Respect for privacy mandates only parent/guardians, administration and teachers of a student will be informed of the disciplinary consequences. The office will not inform any outside parties in regard to discipline consequences given to another student.

Students who consistently do not comply with school's mission and **Code of Good Conduct** will be subject to the following consequences

- An agreed upon intervention plan between school and family
- The student's enrollment may be placed on probation
- The student may be asked to not return for the next academic year.

Serious Offenses

All students are required to follow the laws of the state. The school reserves the right for immediate expulsion with the responsibility to notify the Lynn Police in cases related to serious infractions.

- **Weapons Possession:** bringing dangerous weapons and/ or objects onto campus
- **Illegal Substances:** The possession, use, sale, or distribution of drugs, alcohol, and illicit substances on school grounds or at school events.
- **Major Vandalism:** Intentionally causing major property damage, or pulling false fire alarms/making bomb threats.
- **Violence and Physical Harm:** assault, bullying and/or cyberbullying
- **Extreme Inappropriate Conduct:** either inside or outside of the school day that compromises the school's good reputation or the moral good of the student body.

***The school reserves the right to search desks, backpacks, and student property.**

Students are required to be kind to others. Teasing, or bullying, of any forms including verbal, nonverbal, written, or physical are not allowed. St. Pius V School follows the Bullying Prevention Policy of the Archdiocese of Boston.

***The school bullying policy is a separate document located on the school website**

Section 9 Athletics

The purpose/mission of Saint Pius V School's Athletics Program is to facilitate enjoyment, fun and sports education and to promote school spirit, personal responsibility and team cooperation. All participants are required to follow the Athletics Code of Conduct:

Standards of Behavior: You must be respectful of administrators, teachers, staff, monitors and your schoolmates. Rules of behavior are to be followed at all times during the school day and at any school-sponsored event.

Athletics Code of Conduct: .

Good Sportsmanship is to always be on display by Saint Pius V School players, coaches and fans.

- a. never criticize opponents, teammates, coaches or officials
- b. never argue with a referee
- c. always show respect for equipment, and game facilities
- d. always use appropriate language and body gestures
- e. obey the rules of the game

Student eligibility for the Athletics Program

- f. Maintain satisfactory academic grades
- g. Maintain satisfactory behavior teacher report throughout the season

Fans/Parents

- h. set a good example - do not criticize or yell/scream from sidelines
- i. ensure your child arrives on time and is picked up on time for all practices/games
- j. do not approach the court or field unless requested by the coach or referee

Participants that do not adhere to these rules of conduct are subject to suspension and/or dismissal from the Athletics Program.

IMPORTANT: All adult volunteers over 18, must have a current CORI and have taken the VIRTUS Protecting God's Children class to be eligible to coach, or participate in the Athletics Program.

Section 10 Lunch / Recess / Parties

Grades PreK, K and Grade 1 lunch is in the classrooms. Children are expected to display good eating habits and help clean up after themselves. The snack bar is not available until grade 2. PreK, K and Grade 1 lunch recess time is held in the fenced playground.

Lunch for grades 2-8 is held in the Lower Church Hall and the school's Code of Good Conduct applies. Designated spaces for recess are allocated for each grade in the school yard. No wild running, screaming or rough play is allowed during recess and students may be asked to sit out at the discretion of the recess monitors.

Saint Pius V School does not offer a hot lunch program. Students should bring lunch from home. A variety of snacks, lunchables, subs, and yogurts may be purchased by grades 2-8 along with water and juice beverages. Pizza is offered to all students, PreK-8 on Fridays at a cost of \$3.00 for 1 slice and \$5.00 for 2 slices. Soda may be purchased by grade 8 students only.

Behavior in the Cafeteria is to reflect proper etiquette. Students are to be respectful of lunch monitors and clean up after themselves;

- Soda is a grade 8 privilege, no other grades are allowed to bring or purchase soda at lunch
- Sharing food/drinks is not permitted for safety reasons
- Toys/games for recess are only allowed with teacher or monitor permission

In the event that your child forgets his or her lunch the Lunch staff will provide a lunch in the form of sub, lunchable, yogurt cheese sticks or pizza (Friday) student payment should be brought in the next day to the Lunch staff.

Please note: *Parents dropping off Fast Food is disruptive and highly discouraged.

Parties are held at the discretion of the classroom teacher. Please reach out to your child's teacher in reference to the classroom party policy.. Celebrating a holiday or Holy Day need not always center around food items. It is the responsibility of the teacher to communicate acceptable classroom party policy.

Birthday treats may be brought into school with permission from the classroom teacher.

Invitations to birthday parties or outside gatherings may be given at school only when the entire class is invited.

Section 11 Extracurricular Activities

Saint Pius V School offers optional After School Clubs throughout the school year. Some clubs may require a fee. Dates/times for Club offerings are sent home in a flyer at the beginning of each 10 week session. Club offerings depend on availability of a teacher and/or number of student participants. Extracurricular activities are an opportunity to explore outside interests and remain a privilege. The school code of Good Conduct applies to all participants.

Section 12 Safety

Saint Pius V School adheres to all Archdiocese of Boston regulations included in the *Emergency Guidebook for Catholic Schools*. The school complies with annual fire inspection, sprinkler inspection, building inspection, health and building codes set by the City of Lynn.

The safety of our students is extremely important. Exterior doors are locked at all times. All visitors must report to the main entrance to sign in to receive a visitor badge from the office.

All volunteers must have the proper clearances on file in the main office (ex. CORI). All volunteers must report to the Main Office, provide identification if needed and receive an identification badge before proceeding to their destination.

CORI Information – CORI's are required to be completed each year. All adults who work with students, including parents who volunteer for school-sponsored events, must have a current CORI on file with the school. CORI forms are available during Back to School Night, or at the school office. When filling out a CORI form a current license needs to be shown in order for the CORI to be properly processed.

Protecting God's Children -- All teachers, staff members, coaches and assistant coaches and chaperone volunteers must complete a VIRTUS course called "Protecting God's Children." This one time class can also be taken at various parishes throughout the archdiocese. To register for a class go to www.virtusonline.org, select Archdiocese of Boston and select a date. copy of the certificate of completion must be provided to the school office.

Restraining orders In the event of a restraining order, it is the responsibility of the parent/guardian to inform the office and submit a copy of documentation:

Fire Drills/ Lock Down/ CPR First Aid In accordance with EEC regulations PreK and K will have a practice fire drill once per month throughout the school year.

Grades 1-8 will have a minimum of 5 practice fire drills per year, no less than 2 practices with the Lynn Fire Department.

PreK- 8 will have two Lock Downs and/or A.L.I.C.E practices per year in conjunction with Lynn Public Schools Safety Officer.

Grades K-8 students will participate in annual bus evacuation safety drill provided through the Lynn Public Schools/

In the case that students are not permitted back into the school building after an evacuation

- Students would go to the Church and/or Parish Center and parents/will be notified.

In the event that students need to evacuate the campus students will walk to Cuffe McGinn Funeral Home located at 157 Maple Street.

In accordance with EEC guidelines, faculty and staff working with EEC students will receive bi annual training in First Aid and CPR. Two Heart defibrillators are located on school property Stairway B2 and Lower Church Hall stairwell entrance.

The Complete Emergency Safety Handbook is posted on the school website and located in the school office.

Section 13 Enrollment / Tuition / Billing / Voucher

Saint Pius V School welcomes all qualified students whose parents/guardians accept and understand that the teachings of the Catholic Church are an essential and required part of the school curriculum. Saint Pius V School expects parents to partner with our administration, faculty and staff in the student educational experience. Saint Pius V School does not discriminate against any race, national or ethnic origin.

- Parents/Guardians must accept and understand that the teachings of the Catholic Church are an essential and required part of the school curriculum

Age Requirements for Entrance

Children entering Pre-Kindergarten KO (3-year-old program) must be three years of age on or before September 1st of the year they enter. Children must be toilet trained.

Children entering Pre-Kindergarten K1 (4-year-old program) must be four years of age on or before September 1st of the year they enter. Children must be toilet trained.

Children entering Kindergarten must be five years of age on or before September 1st of the year they enter. Children must be toilet trained.

- Preference for admission will be given to siblings of current students, participating parishioners of HOST Catholic Collaborative and children/grandchildren of alumni.

Required Documents for Enrollment

- Birth Certificate
- Baptismal Certificate * if applicable
- Health Records
- Last Report Card from previous school.
- Copy an Individual Educational Plan (IEP) or a 504 Educational Plan from a public or private school. * If applicable

The policy of Saint Pius V School is to comply fully with the State of Massachusetts immunization and health requirements for school entry.

An updated physical needs to be turned in annually and kept on file with the school nurse

Saint Pius V School values long term relationships with our families in the education of their child/ren through Continuous Enrollment. At the time of admission your child is considered enrolled at Saint Pius V School through grade 8 unless the parent/guardian or the school provides written notice of a change in this relationship.

Schedule Of Enrollment

- Each January the school shall publish the tuition and fees for the following school year.
- January - Feb 28 is the OPT- OUT period, If your child is not returning to Saint Pius V School you must inform the school in writing.
- March 1 all students that did not OPT-OUT will automatically be re-enrolled for the following year securing a seat for the next school year.
- Early March a non refundable tuition deposit will be automatically taken from your FACTS account.

A requirement of the Archdiocese of Boston is that all tuition payments must be made online through the FACTS Tuition Management Company, our partner in tuition management. Through FACTS, families are given the option to pay tuition in one, two, four, ten or twelve monthly installments.

Tuition Payments - responsible parties understand they are financially responsible for tuition, fees, and enrollment deposit for the entire academic year.

Saint Pius V School Tuition Delinquency Policy

Your child's enrollment is dependent upon a tuition account that is in good standing. Non-payment of tuition or non-enrollment in FACTS will result in loss of your child's seat at Saint Pius V School. If a payment problem exists, it is crucial that the parent or guardian contact the principal or Director of Enrollment to notify the school of the issue as soon as possible.

Once a payment is past due a letter/email will be sent from the Enrollment Office requesting you contact us to resolve the outstanding balance. After two missed payments you will receive additional communication to resolve the delinquency problem. If After 3 attempts to contact you and we do not hear from you within 5 business days from our third communication, we will accept this as the family is unwilling to make suitable payment arrangements to address a delinquent balance and the student will not be permitted to return to school until all financial obligations have been met.

Registration for the following school year is contingent upon payment in full of the previous year's tuition and fees. No student will be allowed on the class roster until all past due balances from the previous year are paid in full or a payment plan is approved by the principal.

*Grade 8 Graduating Students : All tuition payments must be paid in full by April 30 for students to be eligible to participate in graduation activities and to receive their diploma.

Vouchers

Vouchers at St. Pius V School

St. Pius V School is proud to partner with EEC and Child Care Circuit in accepting vouchers for eligible families who have been approved for a voucher through Child Care Circuit

Families must complete the voucher approval process with Child Care Circuit and notify St. Pius V School of the availability of a voucher for their child(ren).

Full-time vouchers are available for eligible Pre-K and Kindergarten students. These vouchers cover a full day beginning at 6:45am with our Before School Program, 8am-2:30 for the regular school day and 2:30-5:30pm with our After School Program.

Part-time vouchers are available for eligible, older students for our Before and/or After School programs. Vouchers do not cover school tuition once a student has completed kindergarten.

Any parent fees are set by Child Care Circuit. St. Pius V School bills families monthly for the parent fees due for the prior month. As an example, September parent fees are billed by October 15 through the school's Family Portal. Payment will be directly taken from the bank account on record with FACTS. Parent fees may be paid directly at the school office but must be made 3 business days prior to the due date to avoid a withdrawal from your bank account.

St. Pius V School will complete a Confirmation of Provider Form and submit to Child Care Circuit. A copy will be given to the family. Child Care Circuit sets the length of each voucher. Not all vouchers are for the same length of time and often need to be renewed during the school year.

At the end of the school year in June, St. Pius V School will complete the End of Placement form and submit it to Child Care Circuit. End of Placement forms are also used during the school year if the student is no longer enrolled at St. Pius V School or participating in a voucher supported program.

Families must be aware of the renewal date for their voucher. Child Care Circuit will notify you 60 days prior, and several other times as the expiration date gets close. At that time, the renewal process should begin to avoid interruption in voucher services. The parent is responsible for taking care of voucher renewals. St. Pius V School is not involved in the renewal process. St. Pius V School will allow a grace period of 5 school days past the voucher End Date for the voucher to be renewed. If it is not, families will be billed at full cost for daily tuition, Before and After School programs, as designated in the child's voucher and the child's attendance at Before and After School. Pre-K and Kindergarten tuition will be billed regardless of the child's attendance.

Parents are responsible for contacting the school office to report any absences from any of our voucher programs: Before School, Pre-K, Kindergarten and After School. Unexcused absences may result in the loss of your child(ren)'s voucher.

Families of students with Full Time vouchers (PK or K) are encouraged, but not required, to participate in mandatory fundraising events such as our Christmas Card sales.

St. Pius V does not participate in any transportation programs affiliated with our voucher programs. It is the responsibility of each family to coordinate transportation for their child in the morning and afternoon/evening. Information about private transportation companies is available at the school office as a service to our families only. The school does not work with or endorse any transportation company, and all arrangements and payments are between the parents and the company.

We are grateful for the partnership between school and family in helping our students grow academically, spiritually, socially, and behaviorally. If it is determined by the school administration that adequate services cannot be provided or that a student's behavior does not support the mission of St. Pius V School, a voucher may be terminated and an End of Placement form filed with Child Care Circuit. This applies to both full-time and part-time vouchers.

Section 14 Field Trips

Field trips provide valuable educational experiences for students. Field trips increase student knowledge and understanding and add on up close, hands on experiences. Attending a field trip is considered a privilege. Attending a field trip is at the discretion of the classroom teacher and/or school administration.

Student Behavior

Saint Pius V school students are representing their family, school and community inside and outside of the school building. During a field trip appropriate behavior is expected following our Code of Good Conduct:

- Proper behavior on the bus, no standing, yelling or throwing items
- Keep all body parts inside bus windows.
- Listen and follow the directions of the bus driver
- No horse play or fooling around follow all safety protocols
- Stay with the chaperone and group at all times

After a trip has been planned the teacher is responsible for choosing chaperones and informing all chaperones of their responsibility:

Chaperone Responsibility

- Must be Cori approved and Virtus trained.
- Immediately report any inappropriate student behavior to the classroom teacher
- Immediately report any student medical or injury to the classroom teacher
- Be vigilant in watching and taking student group attendance as you move from place to place.
- Model respectful, appropriate behavior and language at all times.
- Cell phone use only in an emergency or to contact classroom teacher

Section 15 Acceptable Use of Technology

Saint Pius V. School recognizes that technology is an essential component of teaching, learning, communication, and school operations. Access to school technology resources is provided to support educational objectives, improve student achievement, encourage collaboration, and prepare students for success.

The use of school technology resources is a privilege. All users are expected to use technology responsibly, ethically, safely, and in accordance with the school's policy.

Technology shall be used to

- Support curriculum and instruction
- Foster creativity and innovation
- Develop digital literacy
- Encourage responsible digital citizenship
- Promote collaboration and communication
- Enhance accessibility for all learners

Technology shall not be used for activities unrelated to educational or school business that interfere with school operations, cause disruption and/ or tarnish the reputation of the school.

All users are expected to

- Use technology for educational or school-related purposes.
- Protect usernames, passwords, and authentication credentials and personal information
- Respect the privacy and rights of others.
- Report security concerns immediately.
- Use respectful and appropriate language in all digital communications.
- Care for school-issued devices.
- Follow copyright and intellectual property laws

Users shall not

- Bypass internet filters
- Use VPNs or proxy services to avoid school security
- Access unauthorized sites or inappropriate material
- Engage in cyberbullying /impersonate another individual
- Download illegal software or media
- Spread misinformation intentionally
- Damage school equipment
- Share confidential information or share passwords
- Record or photograph others without permission where prohibited

The school recognizes that generative Artificial Intelligence tools are becoming part of education and the workplace.

Students may use school-approved AI tools only when authorized by their teacher.

With teacher oversight, Artificial Intelligence or AI may be used to:

- Brainstorm ideas
- Receive feedback
- Practice skills
- Support research
- Improve writing when properly acknowledged

Artificial intelligence or AI may NOT be used to:

- Complete assignments dishonestly
- Submit AI-generated work as original work
- Circumvent learning objectives
- Generate inappropriate or harmful content
- Violate academic integrity expectations

Teachers may establish additional classroom expectations regarding AI use

School-Owned Devices

Students using school owned devices are responsible for:

- Safe transportation
- Reasonable, careful use and care
- Reporting damage immediately
- Returning devices upon request

Intentional damage or loss may result in financial responsibility consistent with school policy

School technology resources are school property. Users should have no expectation of privacy when using school-owned technology or school networks.

The school reserves the right to monitor, review, log, and access all areas of digital footprint

Violations for misuse of technology may result in:

- Loss of technology privileges
- Parent notification
- Restitution for damages
- School disciplinary action
- Suspension of network access
- Referral to law enforcement when appropriate

Discipline will be consistent with the Student Handbook and applicable laws.

Parent/Guardian Responsibilities

Parents and guardians are encouraged to:

- Review this policy annually.
- Discuss responsible technology use at home.
- Monitor student technology use outside of school.
- Report concerns regarding technology safety.
- Support responsible digital citizenship.

Section 16 Curriculum

Every aspect of the school's curriculum is based on students' developmental needs in relation to MA State and Archdiocesan Standards and selected scope and sequence of current textbooks and teacher generated materials. The beliefs outlined in the mission and philosophy directly state St. Pius V School's understanding of how the students learn and how their personal development takes place. Every day, faculty and administration recognize the spiritual, academic, social, and cultural differences embodied in each student.

The educational program at St. Pius V School for pre-kindergarten through grade 8 will provide opportunities so that every student:

- will achieve the ability to **read, comprehend, and express ideas and feelings through oral and written language**. They will be able to think critically and assess situations independently and accurately. They will know about the impact of technology on communications and be prepared to **use technology effectively** to communicate.
- will attain a solid foundation in **traditional math skills** and develop the ability to recognize and **solve quantitative problems** in everyday situations.
- will acquire a solid foundation in the **concepts, skills, and values of the natural and social sciences**.
- will study the **history of our country and world** and the effects of history on modern-day society.
- will have an understanding of and appreciation for **art, music, and literature**
- will know the importance of maintaining a **healthy body and mind**.
- will have a repertoire of **critical thinking, organizational, problem-solving, research, and study skills pertinent to continued studies**.
- will develop a **personal relationship with God** through daily life experiences and thereby develop the ability to **interact with others and respect others' rights**. They will know **Catholic doctrine** and be able to **distinguish between right and wrong** within the context of Christian values. They will be prepared to **be responsible Christians in the community**.
- will be prepared emotionally, intellectually, morally, and socially to make the transition from elementary school to high school. They will be able to **apply acquired knowledge, skills, and values to new experiences in everyday life**.

Weekly School Masses and all other liturgical services contribute to the culture and life of our school community, teach students about our faith, and provide students with opportunities to encounter Christ. School liturgies are thus an indispensable part of our curriculum. All students grades 2-8 are required to attend Weekly School Masses, and students should only miss School Masses due to illness, unavoidable medical appointments, or family emergencies. Parents are encouraged and invited to participate in weekly school liturgies.

Report Cards

Report Cards Report cards are formally distributed three times per year for Grades K-8. Report cards are a means of reporting a student's progress. Report cards reflect a student's performance on assessments such as test and quiz scores, writing assignments, projects, participation, classwork and homework. Grades pre K-2 use a standards based assessment report and Grades 3-8 receive letter grades.

In addition to providing academic grades, report cards also note student conduct and effort grades on a scale of 1-4:

4 - Exceeds Expectations

3 - Meets Expectations

2 - Partially Meets Expectations

1 - Does Not Meet Expectations

Saint Pius V School requires a mandatory first marking period parent/teacher conference. Additional conferences may be scheduled by the classroom teacher or parent if on an as needed basis.,

Academic Integrity Students are expected to always uphold the virtues of honesty, respect, fairness, and responsibility when completing assignments and earning grades. Students are held responsible for cheating, plagiarism, fabrication, and falsification of information, intentional or not, as these are all considered to be serious offenses and directly conflict with our school community code of ethics and morals.

Examples of cheating/plagiarism may include but are not limited to:

- Copying information/answers from a website
- Utilizing Artificial Intelligence (AI) in any form to complete any part or all of an assignment
- Submitting AI generated content (in part or in whole) as your own work
- Copying information/answers from a friend-
- Looking at another student's answers during an assessment
- Using an unauthorized reference sheet during an assessment
- Failing to cite sources when completing a research report
- Turning in a paper that was not written in full by the student Note that AI digital content is any content such as text, images, videos, or audio, that is created by artificial intelligence systems.
- Any work that is not created by the student, including but not limited to: programs that perform math computations, ChatGPT, Grammarly and other such chatbots and artificial writing tools and algorithms without permission of a teacher or administrator are strictly prohibited. The use of AI for academic purposes constitutes cheating or plagiarism and is not tolerated. In order to ensure academic integrity, tests, assignments, projects, papers, and other schoolwork may be checked by AI content detectors and/or plagiarism recognition software. Cheating or plagiarism will result in a grade of zero on the assignment. In cases where students shared answers electronically or willingly shared answers in person, both the sender (or giver) and receiver may receive Zeros on the assignment and or further disciplinary action, such as serving a detention, suspension, and re-doing the assignment, may also be taken.

Section 17 Promotion

To qualify for promotion, students must achieve an acceptable level of competency in the skills taught at their grade level, demonstrate developmental readiness for the next grade level, and attend school with limited absences. The administration also ensures that every 8th Grade student has fulfilled the requirements for graduation.

Section 18 Retention

Students may not be promoted to the next grade if they have failed a subject in a content area for the year, or, if in the opinion of the teacher and administration, they have not yet demonstrated appropriate readiness for the next grade level. Students who exceed the allowable number of absences and/or acquired and excessive number of tardies may also be subject to retention due to the amount of learning time they have missed. In certain cases, the school may require students to complete remediation over the summer in order to matriculate to the next grade level. This remediation may include summer school and/or private tutoring. Ultimately, the final decision with respect to retention rests with the administration.

Permission to Photograph

Parent/ Guardians give permission for the school to photograph their child when they sign the "Tuition Payment Agreement."

On occasion, your child may be photographed by a school employee or media professional while participating in school activities and events. Most often these photographs are used to encourage school spirit, enhance the classroom environment, or to provide memories of the educational experience through photographs. Photos may also be used in public relation materials or advertising platforms including social media, newspapers, brochures, and the school websites.

**When needed or necessary, this document may be changed and/or edited by administration*

