

St. Pius X - St. Matthias Academy

Welcome

PARENT-STUDENT HANBOOK

Welcome to the St.Pius X-St. Matthias Academy Parent Student Handbook. It provides essential information about the policies and procedures that the school expects parents and students to understand and follow. By reading the Handbook and signing the Acknowledgment parents and students agree to be bound by the school's Code of Conduct and all other school policies and procedures. You can print out a copy of the Handbook if you wish, but the binding document is the one that is online. The school reserves the right to amend the Parent Student Handbook at any time. Parents/guardians will be notified of any amendments and will be asked to sign an acknowledgment of receipt.

Chapter-1

INTRODUCTION TO THE HANDBOOK

We are grateful you have chosen to partner with PMA for your family's educational needs and look forward to serving your teenager and your family in this academic year. A pillar of our mission is that we will that we educate the whole child — spiritually, intellectually, socially, and physically in order to "positively affect the lives of teenagers, and provide opportunities for all students to grow in faith, learn without limits, and live with a purpose." Our success is due in part to the high standards held by our families and the school. This Student/Parent Handbook has been prepared to share with you important information regarding PMA including academic standards, behavioral expectations, and specific policies. The purpose of this handbook is to serve as a guide and source of information for parents, students, and teachers of the school. St. Pius X-St. Matthias Academy reserves the right to update the handbook as necessary and appropriate notice will be given when that right is executed. Please read it thoroughly and refer to it as often as needed.

While we believe a Catholic education is a right for all families in considering their options for school choice, it is a privilege to attend St. Pius X-St. Matthias Academy; families choose Catholic education for a variety of reasons, many of which are reflected in this handbook; and, students and their families represent PMA in the greater community. With these considerations in mind, we appreciate your support of our expectations and standards. If you have any questions about the school's policies, please contact the Main Office.

Section-2-01

Mission Statement and Philosophy

DEDICATED TO THE GREATER GLORY

OF GOD THROUGH THE INTERCESSION OF ST. PIUS X AND ST. MATTHIAS, PATRONS OF OUR SCHOOL.

Statement of Belief

"Go therefore, and teach all nations, baptizing them in the name of the Father, and of the Son, and of the Holy Spirit; Teaching them to observe all things whatsoever I have commanded you: and, behold, I am with you always, even unto the end of the World" (MT 28: 19-20).

With this statement, Christ sent forth His apostles on a mission of evangelization. Catholic education promotes and fosters

the teaching and values of the Catholic Church as written in Sacred Scriptures and professed by the Magisterium of the Catholic Church articulated in the *Catechism of the Catholic Church*.

Catholic schools, through their educational efforts, provide an essential ecclesiastical ministry, the primary purpose of which is evangelization through a critical transmission of culture in the light of faith and the integral formation of the human person, mind, body, and spirit, to fulfill God's calling for all to a fullness of Christian living in this world and the next.

Catholic education is an expression of the Church's mission of salvation and an instrument of evangelization: to make disciples of Christ and to teach them to observe all that He has commanded.^a Through Catholic education, students encounter God, who in Jesus Christ reveals His transforming love and truth.^b Christ is the foundation of Catholic education;^c He is the Master who journeys with students through school and life as genuine Teacher and perfect Man.^d As a faith community in communion with the Church, all its members give witness to Christ's teachings as set forth by the Magisterium and especially as articulated in the *Catechism of the Catholic Church*. With a Christian vision, Catholic education fulfills its purpose of the critical transmission of culture in the light of faith and integral formation of students in body, mind, and spirit.^e

Evangelization. Our school assists in the salvific mission of the Catholic Church by preparing all students to seek and proclaim the Good News through education and formation in the Catholic faith.

Encounter with Christ. Through daily interaction, prayer, liturgies, and participation in the sacraments, all members of the school community encounter Christ and His transforming love and truth and in so doing are drawn to proclaim and fulfill His calling for them and for the Christian community. Through this encounter, students are moved toward the fullness of their humanity, becoming more aware of the gift of Faith given them at Baptism, to mature into adults who will bear witness to the Mystical Body of Christ, respect the dignity of the human person, provide service, lead apostolic lives, and build the Kingdom of God.

Community of faith. As members of a Catholic educational community, we are all called to model confident and joyful public witness in both word and deed and to live by the moral demands of the Gospel in order to model for students the integration of faith and life and to assist in the development of virtues characteristic of the Catholic Christian. We do this by living in communion with the Church and its teachings.

Believing in the mercy and forgiveness of Christ, we acknowledge our sinful and fallen nature and look to Christ and to the Sacraments He has given us as sources of grace and strength, particularly when striving to live according to the Ten Commandments given to us in the Old Testament and the Beatitudes given to us by Christ in the New.

Authority for teaching. We profess that all authority for our moral and spiritual teaching is based on the Gospels of Jesus Christ and the traditions of the Catholic Church as taught by its ordinary and extraordinary Magisterium, and especially as contained within the *Catechism of the Catholic Church*.

Transmission of culture. Permeated by an evangelical spirit of authentic freedom and charity, our school provides a unique setting where everyone is aware of the living presence of Jesus Christ as evidenced throughout the daily rituals of prayer and Sacraments, harmonious and friendly relationships, and curricular selections where faith and culture are intertwined in all areas of school life. Cultivating within students their intellectual, creative, and aesthetic faculties in order to develop the right use of reason, promote a sense of values, and encouraging just attitudes and prudent behavior, our school environment strives to hand down the cultural patrimony of previous generations, in particular a Christian anthropology which teaches that man was made in the image and likeness of God.

St. Pius X-St. Matthias Academy is a Catholic archdiocesan high school for young men and women. A unique family atmosphere permeates all aspects of school life, and a fundamental focus is placed on the development of a positive sense of self-worth and individual importance. Students are encouraged to develop their God-given potential to grow into mature Christian men and women, ready to take their place as leaders in service to their church, their community, and the world.

Vision Statement

St. Pius X-St. Matthias Academy will excel in creating a Catholic educational environment where students recognize their significance in our school community, are encouraged and supported to seize opportunities to grow and to lead, emerging as empowered, faith-inspired and contributing citizens of their community and the world.

We will be known for visionary leadership; innovative and passionate educators; inspired, tenacious and optimistic students; supportive families and an engaged community.

Mission Statement

Recognizing that education is the key that opens the door to countless opportunities in life, PMA exist to provide a challenging Catholic college preparatory education in a supportive learning community that will positively affect the lives of teenagers, and provide opportunities for all students to grow in faith, learn without limits, and live with a purpose.

Philosophy

We believe that a college education is a right rather than a privilege, and that every student deserves a chance to pass through that gateway to success in life. Everyday, our caring teachers enthusiastically promote each student as a significant member of the community, guiding them past any obstacles that could keep them from seizing academic, personal, and spiritual growth opportunities.

Our philosophy is rooted in the concept of family. As members of the family of God, students are encouraged to grow in their relationship with the living, loving God, who calls each by name.

Essential to this philosophy is the recognition of the importance of each student's family and the role of parents as primary educators. A unique family atmosphere permeates all aspects of school life. The faculty and staff are committed to cooperating with parents in meeting the spiritual, academic, and social needs of the students. We respect and love the cultural heritage each student brings to the school community and strive to broaden the student's appreciation of the customs and traditions of all cultures.

Within the PMA family, a fundamental focus is placed on the development of a positive sense of self-worth and on the importance of each individual. Students who value themselves and others have the potential to grow into mature Christian men & women, ready to take their place as leaders in service to the world community in their chosen fields. Concern for peace and justice is encouraged as part of the Christian life. Emphasis on responsible decision making and on accountability for choices made is key to the moral and personal development of each student. Expectations regarding conduct, both in and out of school, are clearly delineated and promote growth in self-discipline.

Our Catholic Identity

The Holy See's teaching on Catholic schools lays a foundation for the five marks of Catholic education which indicate that the Catholic school community is:

- Inspired by a supernatural vision
- Founded on a Christian Anthropology
- Animated by Communion and Community
- Imbued with a Catholic Worldview throughout its curriculum
- Sustained by Gospel Witness

"You have to stand for something or your will fall for anything" This old adage is just as true today, especially in a highly secularized and materialistic culture. There are so many demands and requests made of our educational and extracurricular programs. Everyone seems to have an opinion on what the school and its programs should look like, do, not do, cost and accomplish. With all these ideas flying around, how can we create a clearer identity? How can everyone involved in our mission know what they are working for?

The spiritual principles outlined below are the fabric of our identity as a Catholic community. These seven spiritual principles guide and represent who we are called to be as a ministry of the Church and as children of a loving God. It is our sincere desire that these values serve as a "spiritual barometer" for us as individuals and as a community of faith. By adopting them we can ensure that we are all working toward the same goal (Romans 15:6). Finally, they can be used as a measuring stick, giving the Spirit the freedom to show us where we still need to be perfected (Matthew 5:48).

PMA's PASTORAL SPIRITUAL PRINCIPLES

LOVE

"We love because He first loved us" 1 John 4:19. We strive in all moments and circumstances to love others as Christ loved. This foundation simple in premise and command, serves as the basis of our ministry.

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A SPIRIT OF EVANGELIZATION

We speak truth to God's children through our words and actions, inviting them to know Him more deeply. Driven by our desire for all of our students and families to know the mercy and love of God, we are committed to our ministry with this spirit that permeates every aspect of our school community.

JOY

We live by an unrelenting belief in the goodness of God, and in His desire not for our momentary happiness, but our everlasting life. Our spirit is one of true joy, keeping life in perspective and allowing the peace of God to reign in our hearts, regardless of what the world might bring at any given moment.

FAITHFULNESS TO OUR PRIMARY VOCATION

We maintain openness to the call of God in our lives and a willingness to discern, respond and prioritize our lives according to that call. Whether designed for the religious, married, or single life, we not only embrace the vocation we were designed for, but insure that it remains primary, not allowing God's work in ministry to overtake God's call to holiness.

AFFIRMATION

We refuse to be overwhelmed by the negativity pervading our culture. Words and actions are designed by the Creator to bring life to creation, not death. We make every effort and take every opportunity to build up the Kingdom on Earth, rather than tear it down.

AUTHENTICITY

We live authentically, not denying our human weakness or shying away from the need for personal improvement, but working towards holiness, with resolve. The world needs quality examples of Christian men and women who live out their faith. As leaders in ministry, we live our faith authentically, providing the living example of a Christian, and giving hope that others, too, can follow Christ.

A EUCHARISTIC SPIRITUALITY

We seek to become one with Christ in all ways. Through a strong devotion to the Blessed Mother, we develop a more profound understanding of Jesus Christ. Through the Holy Scriptures, we grow in sanctity through the Incarnate Word. Through openness to the Charisms of the Holy Spirit, we allow God's love to permeate this world. Through adherence to the Church that our Lord established, we act in obedience and humility. Through our frequenting the Sacraments, especially the Eucharist in Most Holy Communion, we become one with the living God. These intimate experiences with Christ are unmistakable signs of His love.

PMA's CORE VALUES

FAITH IN GOD – We seek to embody the love of God to our students and families by being committed to our ministry.

ACADEMIC GROWTH – Our rigorous core curriculum is designed to meet the educational needs of a diverse student population, while emphasizing academic progress and improved performance for each student.

SUPPORTIVE COMMUNITY – All Catholic Schools provide family environments, but ours is a family whose arms are tightly linked with each other, to ensure our students reach and exceed their educational, emotional, physical goals.

OPPORTUNITY – St. Pius X - St. Matthias Academy builds confidence in our students by recognizing their significance in our school community and thus empowering them to seize opportunities as students and leaders.

INCLUSIVE COMMUNITY – Diversity is embraced at St. Pius - X St. Matthias Academy, and the whole school shares the responsibility for modeling and teaching the value of being a welcoming and inclusive community.

SERVICE INSPIRED BY FAITH – We believe in growing highly compassionate young adults who care about each

other and the world, and who recognize the power of living their lives in service of others.

THE SISTERS OF NOTRE DAME

PMA is proud to adopt the rich educational heritage offered by The Sisters of Notre Dame Educational Partnership Alliance. As the founding order of St. Matthias High School (1960-2013) The Sisters of Notre Dame have been a part of the community since its inception and we proudly carry forth their rich traditions of Catholic education. St. Pius X-St. Matthias Academy is guided by the [Educational Principles of the Sisters of Notre Dame](#)

Parent's Role in Education

We, at PMA, consider it a privilege to work with parents in the education of their children because we believe parents are the primary educators of their children; "*Parents are the first and most important educators of their own children, and they also possess a fundamental competence in this area: they are educators because they are parents.*" (1994 Letter to Families Pope John Paul II). Therefore, it is your right and your duty to become the primary role models for the development of your child's life-physically, mentally, spiritually, emotionally, and psychologically. Your choice of PMA involves a commitment and exhibits a concern for helping your teenager to recognize God as the greatest good in their life.

Being a good example is the strongest teacher. Your personal relationship with God, with each other, and with the Church community will affect the way your teenager relates to God and others. Ideals taught in school are not well rooted in a young person unless these are nurtured by the example of good Catholic/Christian morality and by an honest personal relationship with God in your family life.

Once you have chosen to enter into a partnership with us at PMA, we trust you will be loyal to this commitment. During these maturing years (9th-12th grade), your teenager needs constant support from both parents and faculty in order to develop their moral, intellectual, social, cultural, and physical endowment. Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest of challenging, yet nourishing, and the student to reach their potential. It is vital that both parents and teachers remember that allowing oneself to be caught between the student and the other partner will never have positive results. To divide authority between school and home or within the home will only teach disrespect of all authority. If there is an incident at school, you as parents must make investigation of the complete story your first step. Evidence of mutual respect between parents and teachers will model good mature behavior and relationships.

Students are naturally eager to grow and learn. However, sometimes in the process of maturation new interests may cause them to lose focus. As this natural process occurs, the student needs both understanding and discipline. At times, your child may perceive discipline as restrictive. However, it is boundaries and limits, which provide a young person with both guidance and security.

It is essential that a student takes responsibility for grades he or she has earned and be accountable for homework, long-term assignments, major tests, service projects, and all other assignments. This responsibility also extends to times of absence.

We must have a commitment to partnership as we support one another in helping each student become the best person he or she is capable of becoming.

Parents As Partners

As partners in the educational process at PMA, we ask parents:

To set rules, times, and limits so that your teenager:

- Arrives at school on time and is picked up on time at the end of the day;
- Is dressed according to the school dress code;

Gets to bed early on school nights;

- Completes assignments on time; and
- Has lunch money or nutritional sack lunch every day.

We further encourage parents to:

- To actively participate in school activities such as Parent-Teacher Conferences.
- To see that the student pays for any damage to school books or property due to carelessness or neglect on the part of the student.
- To become involved with the school by attending and participating in various community events.
- To grow in faith by participation in faith formation events for parents.
- To notify the school office of any changes of address or important phone numbers.

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- To meet all financial obligations to the school in a timely manner.
- To inform the school of any special situation regarding the student's well-being, safety, and health.
- To complete and return to school any requested information promptly.
- To regularly check student's academic progress through available means (Powerschool).
- To read school notes and newsletters and to show interest in the student's total education.
- To support the religious and educational goals of the school.
- To support and cooperate with the discipline policy of the school.
- To treat teachers with respect and courtesy in discussing student problems.
- To abide by the rules, regulations and guidelines set forth in the Parent/Student Handbook.
- To process all school communications (phone, social media, email, postal mail) with detailed attention.

Mission Integrity

The school joyfully exercises its responsibility to teach Catholic faith and morals in all fullness and especially as expressed in the *Catechism of the Catholic Church*. Parents or guardians and non-Catholics whose religious practices and beliefs run counter to Church teaching might experience possible conflicts as we maintain mission integrity. Sincere questioning of the practices of the Catholic faith in order to more deeply understand them are welcome, but openly hostile, public defiance and challenge of Catholic truths or morality, are signs that a student, parent, staff or faculty member may not be a fit for our school's primary evangelical mission and, thus, may be denied admission or may be asked to leave the school.

Section-2-02

Integral Student Outcomes (ISO) / Learning Expectations

INTEGRAL STUDENT OUTCOMES (ISOs)

- Pursues academic excellence
- Invests in responsible decision-making
- Overcomes adversity
- Upholds their faith through service
- Strives to think critically and communicate effectively

Section-2-03

History of the School

BRIEF SCHOOL HISTORY

MA was born from two great traditions of Catholic Education in the Archdiocese of Los Angeles- Pius X High School (1953-1998) and St. Matthias High School (1963-2013).

In 1953, the Archdiocese of Los Angeles launched Pius X High School. Pius X served a co-ed population from the southeast area of Los Angeles county. Pius X entered into the most revolutionary concept of modern teaching--the Model Schools Project. During this time it became a powerhouse in athletic competition while graduating countless alumni who had "Warrior Pride" ingrained in their being.

For thirty-seven years, St. Matthias High School was located on Stafford Avenue and Belgrave Streets in Huntington Park, California. The school was devoted to academic, spiritual, and character building excellence, attracting students from the

California. The school was devoted to academic, spiritual, and character building excellence, attracting students from the surrounding communities of South Los Angeles, Watts, Compton, Downey, Bellflower, Huntington Park, Southgate and Marymount. As an all-girls Catholic school, a true "sisterhood" was established among classmates across generations. The well-known "Spirit Week" was a highlight of the high school experience. In 2001 it was recognized as a National Blue Ribbon School of Excellence by the US Department of Education.

In March of 1995, the Archdiocese of Los Angeles announced a school realignment transforming Pius X, a co-educational high school, into a co-institutional high school with St. Matthias, phasing out the Pius X program over a three-year period. About 70% of St. Matthias' all-girls student body of 300 transferred to Pius. This resulted in a larger all-girls high school located on the sprawling 17-acre Pius X campus.

In the spring of 2012, the St. Matthias High School Advisory Board and the Archdiocese of Los Angeles asked Loyola Marymount University's (LMU) Center for Catholic Education to conduct a detailed feasibility study on potential growth options for St. Matthias High School. The Center for Catholic Education study looked at how we were achieving our Catholic education mission during this time. It also looked for ways in which we could better serve the needs of our community.

The LMU team sought the opinions of current students and their families; current and former teachers and staff; alumni of both St. Pius X and St. Matthias; priests, lay leaders, teachers and administrators from surrounding parishes and schools; and educators and lay leaders from the Archdiocese of Los Angeles. They also reviewed the history of St. Matthias and St. Pius X, the current use of campus and other resources, and estimated the number of students who might attend a Catholic high school in future years as well as the number of schools that could meet their needs.

As a result of this study, the Archdiocese of Los Angeles announced that St. Matthias High school would transition to a co-ed school as PMA enrolling freshman boys and girls in the fall of 2013. With this transition, the school saw many transformations both in its student profile and the facility upgrades and renovations that have taken place since the spring of 2013. A grand dedication and blessing with the Archbishop of Los Angeles took place on August 9, 2013.

PMA Established 2013

With the transition to a co-ed school, every effort had been made to continually improve the programs and services offered by the faculty and staff of PMA. The fall of 2013 began with a student body of 27 boys in the freshman class and 237 girls in the 9 through 12th grade classes. Boys had the opportunity to participate in cross-country, boys' soccer, boys' basketball, and track and field. Varsity Cross Country won the Santa Cruz league title and qualified for CIF prelims and finals for the first time in the new school's history. Track and Field finished its season winning the last Santa Cruz League title before that league was dissolved.

The school launched its 3 year 3 phase technology improvement program beginning with the newly added WIFI infrastructure, short throw projectors in classrooms and meeting rooms. This was all made possible through the generosity of the Shea Foundation.

The renovations from that first year as a co-ed school included biology and chemistry labs, an unused classroom converted to a Physics lab, repainting of the entire school with the new school colors, the gym floor being refinished with the new school name and colors courtesy of the Dan Murphy Foundation. The spring prior to the grand opening saw the library refurbished, creating a research lab and collaborative work center through the generosity of the John H. & Cindy Lee Smet Foundation.

In academics, the research-based curriculum was established requiring all teachers to incorporate research components into all coursework. Greater learning expectations were required of the students in order to better prepare them for the rigors of college work. The focus on Common Core and increased technology set the foundation for continued academic and curricular growth within all departments. The introduction of AP Euro History, AP Government & Economics and AP Psychology strengthened the course offerings for high achieving students.

Student activities were vast and introduced the first Spirit of Charity week, a 5 day event that was based on raising awareness and donations for five charities. The spring sports rally recognized our spring sports and also unveiled our new spirit flag for the school as well as the introduction of the new PMA Alma Mater which was written in collaboration with various students and faculty.

ST. PIUS X - A SHORT BIOGRAPHY

Pope Saint Pius X (Latin: *Pius PP. X*) (2 June 1835 – 20 August 1914), born Giuseppe Melchiorre Sarto, was the 258th Pope of the Catholic Church, serving from 1903 to 1914, succeeding Pope Leo XIII (1878–1903). He was the first pope since Pope Pius V (1566–72) to be canonized. Pius X rejected modernist interpretations of Catholic doctrine, promoting traditional devotional practices and orthodox theology. His most important reform was to publish the first Code of Canon Law, which collected the laws of the Church into one volume for the first time. He was a pastoral pope, encouraging personal piety and a lifestyle reflecting Christian values. He was born in the pastoral town of Riese.

Pope Pius was a Marian Pope, whose encyclical *Ad Diem Illum* expresses his desire through Mary to *renew all things in Christ*, which he had defined as his motto in his first encyclical. Pius believed that there is no surer or more direct road than by Mary to achieve this goal. Pius X was the only Pope in the 20th century with extensive pastoral experience at the parish level, and pastoral concerns permeated his papacy; he favored the use of the vernacular in catechesis. Frequent communion

level, and pastoral concerns permeated his papacy; he favored the use of the vernacular in catechesis. Frequent communion was a lasting innovation of his papacy.

Personally, Pius combined within himself a strong sense of compassion, benevolence, poverty, but also stubbornness, and certain stiffness. He wanted to be pastor and was the only pope in the 20th century who gave Sunday sermons every week. His charity was extraordinary, filling the Vatican with refugees from the 1908 Messina quake, long before the Italian government began to act on its own. He often referred to his own humble origins, taking up the causes of poor people. *I was born poor, I have lived poor, and I wish to die poor.* He died on 20 August 1914 of a heart attack.

Following his death, Pius X was buried in a simple and unadorned tomb in the crypt below St. Peter's Basilica. Considered a holy person by many, public veneration of Pope Pius began soon after his death. Numerous petitions resulted in an early process of beatification. He was canonized on May 29, 1954.

Patron: Archdiocese of Atlanta, Georgia; diocese of Des Moines, Iowa: first communicants; diocese of Great Falls-Billings, Montana; pilgrims; diocese of Springfield-Cape Girardeau, Missouri.

Section-2-04

Accreditation

Accreditation

Western Catholic Education Association (WCEA): The Western Catholic Educational Association is a private educational accrediting agency established under the auspices of the Bishops of the Catholic (Arch) Dioceses of California granted

St. Pius X-St. Matthias Academy a full term accreditation from 2021-2027.

Western Association of School and Colleges (WASC): St. Pius X-St. Matthias Academy received full-term accreditation by the Western Association of Schools and Colleges in 2021-2027 with subsequent renewals

Section-2-06

School Personnel Lists

Staff directory can be found at: <https://www.piusmatthias.org/apps/staff/>

Section-2-07

School Schedule and Calendar

School Calendar of Events can be accessed here: <https://www.piusmatthias.org/about/school-calendar>

The school bell schedules can be accessed here: <https://www.piusmatthias.org/academics/bellschedule>

Section-2-08

School Map





Section-2-09

School website and social media

Please visit our website at: <https://www.piusmatthias.org/>

Instagram: <https://www.instagram.com/piusmatthias/>

Twitter: <https://twitter.com/PiusMatthias>

Facebook: <https://www.facebook.com/PiusMatthiasAcademy>

Section-2-14

Dress/Uniform Code

DRESS CODE

A. PHILOSOPHY

A dress code is a preparation for many facets of life, including awareness of appropriate dress in various settings, specifically a Catholic Christian setting. PMA considers the dress of its students a significant factor in their educational experience. The dress code is based on modesty, decency, cleanliness and commonly accepted norms of good taste. The dress code is also intended to help students avoid excessive concern about their appearance and keep their focus on the more important aspects of their education. In the specific circumstances of the times in which we live, the value of a uniform dress and appearance code is also widely recognized by educators in both private and public schools as a means of providing a safe learning environment.

In order to maintain uniform appearance and proper comportment throughout the school day and at school events, all students, staff, and faculty must follow the dress code expectations of their biological sex while on campus and while representing the school at outside functions. Modesty is expected at all times.

PMA Administration is the final arbiter on what constitutes proper uniform compliance.

B. GENERAL GUIDELINES

1. A good rule of thumb in any doubtful situation is: "avoid all extremes."
2. All clothing will be clean, neat, modest and in good taste.
3. Students are required to be in proper uniform/dress code at all times on campus and within sight of the school building.
4. All students out of uniform are in violation of the code.
5. Admission to school or class may be denied because of code violations.
6. The Dean of Character & Discipline reserves the right to request a student to attire.
7. Students in violation of the code may be held in the office until parents are notified.
8. Parent notes will not excuse appearance/dress code violations.
9. The administration is the final interpreter of the dress code.
10. All pants, shorts, blouses/shirts and skirts shall be purchased through Michael's Uniform.
11. Students will be fitted by Michael's Uniform according to school standards.
12. Any alteration of the uniform to give it a "gang-style" look is grounds for expulsion.
13. The Dean of Character & Discipline reserves the right to regulate against unbecoming fads or fashions.

Note: All uniform items must be purchased at PMA or Michael's Uniform and must display the appropriate labels.

C. THE PMA UNIFORM

WOMEN'S DRESS CODE-STANDARD

Skirt: Black or grey.

Waistbands may not be rolled. A slit on the skirt is not allowed.

No denim, stretch, or see-through fabrics should be visible protruding from below the skirt.

Must extend to the top of the knee.

Shirt/Blouse: Official PMA polo.

- Red, White, Burgundy, Black, Grey
- Solid white undershirts, turtlenecks and solid white crew necks ONLY may be worn under a uniform shirt. These undershirts may not have logos or visible writing.
- No rolling of the sleeves.

Pants: Black

- Must be hemmed.
- May not be torn at the seams, oversized or worn hanging below the hips.
- Jeans/skinny jeans/or jean style pants are not allowed. □
- No Cargo Pants

Shorts: Black or grey

- Must be hemmed to touch the top of the knee.
- May never be rolled. No stretch or sweat fabrics may be worn.
- NO Cargo shorts

Shoes: Solid white, black, grey or crimson in color.

- Must have closed toe and heel and look appropriate with the uniform.
- Vans or converse with white bottom and dark top are permissible.

Socks/Stockings: White or black.

- Must reach and be pulled above the ankle or higher and be visible.
- *Small* brand logo on the top of the sock is permissible.

Sweatshirt: School sweatshirts only.

- Shirt collar must be worn over sweatshirt neck.

Hair: Girls highlights and streaks may be moderate and not contradict the natural hair color.

- No non-natural colors, including but not limited to primary colors, neon colors or fluorescents.

Earrings: Two pairs of earrings only.

- No larger than two (2) inches in diameter.
- No other visible part of the body may have an earring or stud in it (e.g. eyebrows, nose, lips, belly button, tongue, etc.)

Bracelets: Two per wrist.

Hats/Caps: No head covering may be worn in the building. Only PMA hats/caps may be worn outside on campus during the school day.

Make-up/Nails: Make-up and nail grooming must be in good taste, stress moderation and avoid exaggeration.

- Nails may be no longer than one-inch from the base of the cuticle.

Bags/Backpacks: All bags should be free of writing on the outside, except for the students name and company label if there is one.

- Only school pins or patches are allowed.

Tattoos: Tattoos must be completely covered at all times while on campus or at off-campus school activities.

WOMEN'S UNIFORM-FORMAL

Black Skirt, Oxford Shirt, Vest, Pullover or Cardigan Sweater, School Tie, White Socks (long), Dress Shoes.

MEN'S DRESS CODE-STANDARD

Shirt: Official PMA polo

- Must be tucked in at all times.
- Solid white undershirts, turtlenecks and solid white crew necks ONLY may be worn under a uniform shirt.

Pants: Black

- Must be hemmed.

- May not be torn at the seams, oversized or worn hanging below the hips.
- Jeans/Skinny jeans/or jean style pants are not allowed.
- No Cargo Pants

□

Belt: Black

- Must be worn and visible.

Shorts: Black

- Must be hemmed to touch the top of the knee.
- May never be rolled. No stretch or sweat fabrics may be worn.
- No Cargo Shorts

Shoes: Solid white, black, grey or crimson in color,
□ or any combination thereof.

- Must have closed toe and heel and look appropriate with the uniform.
- Vans or Converse brands with white bottom and dark top are permissible.

Socks: White or black crew socks.

- Must reach above the ankle but may not go above the calf.
- Small brand logo on the top of the sock is permissible.

Sweatshirt: School sweatshirts only.

- Shirt collar must be worn over sweatshirt neck.

Hair:

- All students must be clean shaven daily.
- Hair must be styled in a neat and clean presentation free of hair designs shaved into or styled into the hair or eyebrows
- Hair may not be any color other than its natural color.
- Hair must have a gradual progression/blend; no completely shaved heads or parts of the head are allowed (clipper length of 1 or higher).
- No long or loose hair strands are allowed.
- Hair may not be more than 3" in height length from the scalp.
- Hair may not extend below the middle of the ear or eyes.
- Hair may not extend beyond the top of the shirt collar. □
- Hair cannot have jewelry or flashy accessories
- Sideburns may not extend beyond the bottom of the ear and cannot be flared

Earrings: None are permitted

Hats/Caps: No head covering may be worn in the building. Only PMA hats/caps may be worn outside on campus during the school day.

Make-up/Nail polish: None.

Bags/Backpacks: All bags should be free of writing on the outside, except for the students name and company label if there is one.

- Only school pins or patches are allowed.

Tattoos: Tattoos must be completely covered at all times while on campus or at off-campus school activities.

MEN'S DRESS CODE-FORMAL

Black Pants (Slacks), White Oxford Shirt, Tie, Vest or Pullover Sweater, Black socks, Black dress shoes.

ADDITIONAL UNIFORM GUIDELINES:

1. **SHIRTS/BLOUSES:** The shirts/blouses must be fully tucked in at all times unless shirt style indicates otherwise. All polo shirts are to be tucked in.. Shirt/blouse sleeves are to be rolled down not up. When school sweatshirts are worn, the shirt collar must be worn over them. No tight fitting clothing. No cleavage display. If underwear is visible through fabric, a white camisole must be worn under shirt/blouse.

2. **UNIFORM PANTS** Pants are available in black material. Pants may not be torn at the seams and must be hemmed. Boys must wear a plain black belt at all times. Pants may not be oversized or worn hanging below the hips. No pedal pushers, skorts, cargo, jeans, denim, stretch fabrics or sweat pants may be worn. Skinny jeans/pants are not allowed.

3. **UNIFORM SHORTS** Shorts are available in black material. Shorts must be hemmed to touch the top of the knee and may never be rolled. No pedal pushers, skorts, cargo, jeans, denim, stretch fabrics or sweat pants may be worn.

4. **UNIFORM SALES:** All formal uniform items, uniform skirts, pants, shorts, oxford shirts, and blouses must be purchased through Michael's Uniform. PMA Polo shirts, PE Uniforms, and other outerwear items are available for purchase at the

through Michaels Uniform. PMA Polo Shirts, PE Uniforms, and other outerwear items are available for purchase at the student store.

5. SWEATSHIRTS AND OUTERWEAR OR OPTIONS FOR STAYING WARM AT ST. PIUS X - ST. MATTHIAS ACADEMY

- a. Official PMA letterman jacket over uniform shirt or blouse..
- b. Official PMA uniform jacket over uniform shirt or blouse.
- c. Official PMA sweatshirt over uniform or blouse.
- d. Solid white turtleneck under uniform shirt or blouse.
- e. Solid white turtleneck under uniform shirt or blouse with one of the above jackets or sweatshirts.
- f. Official PMA pullover.
- g. Official PMA sweater.

This also applies to rainy days. If you choose not to buy the uniform jackets than an umbrella may be necessary. No other outerwear is allowed.

- h. No Blankets may be worn as a coat

6. Athletic uniforms may not be worn during class time. On game days official team shirt may be worn upon approval.

7. **SHOES/SOCKS** Shoes and socks must be worn on campus. Shoes must be solid white, black, grey or crimson in color, or any combination there of.

Shoes will have closed toe and heel and look appropriate with the uniform. Socks/stockings must reach and be pulled above the ankle or higher and must be white or black. Crew socks for boys may not go above the calf. Leggings and steel-toe boots are not permitted. Shoelaces must be white or black and match the color of the shoe. Boys and girls formal uniform shoes are to be entirely black. Shoes made of canvas/fabric are unacceptable on formal uniform days.

1. All students must be clean shaven daily.
2. Hair must be styled in a neat and clean presentation free of hair designs shaved into or styled into the hair or eyebrows
3. Hair may not be any color other than its natural color.
4. Hair must have a gradual progression/blend; no completely shaved heads or parts of the head are allowed (clipper length of 1 or higher).
5. No long or loose hair strands are allowed.
6. Hair may not be more than 3" in height length from the scalp.
7. Hair may not extend below the middle of the ear or eyes.
8. Hair may not extend beyond the top of the shirt collar.
9. Hair cannot have jewelry or flashy accessories
10. Sideburns may not extend beyond the bottom of the ear and cannot be flared.
11. Cultural considerations may apply.

- Pants/jeans with holes, tears, or frayed edges
- Low rise or hip hugger pants, jeans or skirts
- Attire with offensive logos (e.g. alcohol, tobacco, satanic symbols, sexual innuendos, etc.)
- Excess fitting or clinging tops, skirts, or shorts

- Form-fitting or clinging tops, skirts, or shorts
- Revealing clothing (e.g. tank tops, sleeveless attire, crop tops, halters, off the shoulder or one shoulder, sheer, low-cut, strapless, spaghetti string tank tops for girls, any tank top, etc.)
- Any shirt or top which does not provide coverage of the cleavage, midriff, and lower back at all times
- Shorts or skirts more than 3 inches above the top of the knee cap, including mini-skirts
- Bike or knit shorts, stretch pants, non-nylon sweat pants, pedal pushers, beach wear, skorts, cargo, athletic shorts, leggings or pajama pants
- Any oversized, baggy, gang-style or related attire
- Head coverings of any kind, sunglasses, earrings on boys, chains suspended from pocket.

The Director of Student Life will publish exceptions to this policy before specified school events

Topic-2-16-3

Additional School governance information

SCHOOL GOVERNANCE

Archdiocesan high schools are administered by principals, and where applicable, presidents. Parish high schools are administered by pastors and principals. All high schools in the archdiocese, whether archdiocesan, parish, or private, are missioned to serve the young people from the entire archdiocesan community and those from outside the archdiocese who attend the school.

Archdiocesan high schools are organized and governed by the archdiocese through the Department of Catholic Schools.

Parish high schools are organized and financially supported by specific parishes but serve the community of students who attend. The principal of a parish high school is responsible to the pastor and accountable to the Department of Catholic Schools for the implementation of archdiocesan policies and procedures.

Private high schools are directly accountable to the religious institute or the governing board that owns and sponsors the school according to its individual bylaws. Private schools exist in the Archdiocese of Los Angeles with the approval of the archbishop.

All high schools in the archdiocese have a written statement of philosophy that explains the purpose of the institution. The philosophy is based on the archdiocesan mission for Catholic education, follows the guidelines of the Western Catholic Education Association and Western Association of Schools and College, and is approved by the Department of Catholic Schools.

All high school boards, organizations, and/or committees are advisory to the president or principal. These groups include parent-teacher organizations, booster clubs, development boards, and any official organization of the school. No school organization may operate independently of the school principal. All activities of the organization must receive the approval and permission of the president or principal.

Topic-2-16-4

School Boards

St. Pius X - St. Matthias Academy's (PMA) Advisory Board is comprised of valued members of the PMA community who volunteer their time, talent and treasure and are critical to our success. They are committed to the school's mission, passionate about Catholic Education and upholding the values that advance our mission. Together with our staff and administration, the PMA Advisory Board has been the driving force behind our growth and success.

The PMA Advisory Board Membership can be found at:

Topic-2-16-5

Parent or Parent-Teacher Organizations

PARENTS OF WARRIORS

Mission: The mission of the Parent of Warriors is to build a strong bond that supports and involves parents, students, faculty and staff in the PMA community.

The purpose of Parent of Warriors is to further our school's vision through a combination of volunteer work, fundraising, education, and special events. The purpose of the PMA Parents of Warriors is to build a strong school community by providing support for the parents, students, faculty and staff. Every parent at PMA is a member of the Parents of Warriors. There are no membership dues.

Topic-3-1-1

Introduction

At St. Pius X - St. Matthias Academy, we seek to foster spiritual formation and growth in personal character. Our goal is to fully integrate religious education and spiritual formation into every aspect of the academic environment. Deeply grounded in the Roman Catholic Tradition, St. Pius X - St. Matthias Academy guides its students' spiritual journey through prayer, a vibrant sacramental life, academic instruction in the faith, all-school liturgies, frequent retreats and regular opportunities for community service.

Our two-fold aim is to support the family in its role as the primary religious educator of its children, and the parish as a dynamic wellspring of Catholic culture and life with the goal that each young person fully embrace his or her vocation in the Church. To that end, we encourage PMA students to participate in the communal, sacramental and apostolic life of their local parish.

Topic-3-1-3

Additional Practices

The formation of faith for the entire family is vital to the mission of a Catholic school. Parent and family faith formation is encouraged through the FORMED platform found at www.piusmatthias.formed.org FORMED is an amazing website with something for all ages: movies, video studies, an audio bible, audiobooks, testimonies and other inspiring talks, and e-books. And, FORMED has a app so that you can have spiritual food available with just 1 click, anytime and anywhere! We encourage all families to utilize this tool for growth in faith and spiritual development. Opportunities are also offered throughout the year for Parent retreats and faith gatherings.

Section-3-2

Sacraments (First Reconciliation, First Communion, Confirmation)

St. Pius X-St. Matthias does not offer sacramental preparation but can assist in helping students and families finding these formation programs at a local Catholic Parish

Section-3-4

Campus Ministry

OUR MISSION

At St. Pius X - St. Matthias Academy, we seek to foster spiritual formation and growth in personal character. Our goal is to fully integrate religious education and spiritual formation into every aspect of the academic environment. Deeply grounded in the Roman Catholic Tradition, St. Pius X - St. Matthias Academy guides its students' spiritual journey through prayer, a vibrant sacramental life, academic instruction in the faith, all-school liturgies, frequent retreats and regular opportunities for community service.

Our two-fold aim is to support the family in its role as the primary religious educator of its children, and the parish as a dynamic wellspring of Catholic culture and life with the goal that each young person fully embrace his or her vocation in the Church. To that end, we encourage PMA students to participate in the communal, sacramental and apostolic life of their local parish.

Section-3-5

Christian Service Program

CHRISTIAN SERVICE PROGRAM

The Christian Service Program at PMA is rooted in the Gospel of Matthew, which reminds us of our call as Christians to serve Christ through others:

“Inherit the kingdom prepared for you from the creation of the world. For I was hungry and you fed me, I was thirsty and you gave me drink. I was a stranger and you welcomed me, naked and you clothed me. I was sick and you cared for me, in prison and you came to visit me...I assure you, as often as you did for one of my least brothers or sisters, you did it for me.” Matthew 25:34-40.

At PMA, Christian service experiences are inspired by this Gospel message that calls for us to love and serve our neighbor, especially the marginalized. Our program is linked to Catholic Social teaching embodied in PMA's philosophy and mission statement. PMA strives to create a sense of school pride through community engagement.

PMA understands that the opportunity to service is in our surrounding community and fully empowers our students in direct service that will develop them as lifelong learners.

TOTAL NUMBER OF CHRISTIAN SERVICE HOURS REQUIRED FOR GRADUATION

1. Every PMA student will engage in 25 hours of service every year.
2. Every PMA student will meet the graduation requirement of 100 Christian service hours by his/her senior year.

All service hours must be submitted using the Christian Service Reflection form. Shared with students on Google Drive and granted access through their PMA email address. The form includes a reflection rooted in a Gospel that they can choose from the form drop down menu. In addition the students create a 1 minute video that illustrates the type of service and an explanation of its connection to the Gospel.

Section-3-6

Retreats

Retreats are an integral part of forming the heart and encountering an experience of faith with the divine. Students will experience at least 1 grade level retreat each school year (12 graders attend: Kairos week and a 1 day end of year retreat). The retreats will be coordinated by the Dean of Campus Ministry and will be co led by the assistant campus minister and supervised by faculty members and additional adults as needed. Prior to each retreat, students will be required to complete retreat forms packet with a behavior contract, allergy, medical and release forms included. Students are expected to be present and participate at retreats as part of their formation during High School. Retreats should not be missed and will be an unexcused absence unless there is a medical reason. We will take necessary precautions to keep students safe during retreats including all code of conduct and CDC guidelines.

Topic-4-03-4

Inoculation requirements of the CA Department of Health

Please see: <http://handbook.la-archdiocese.org/schools/9660/chapter-4/section-4-11/topic-4-11-03>

Topic-4-04-1

Absence

ATTENDANCE POLICIES

Students and parents must be impressed with the importance of regular school attendance, as required by law. Regular attendance is an important factor in academic success. Students are expected to be in class daily and to be punctual.

Current home and work phone numbers must be provided to the school on the emergency card, so that immediate contact can be made regarding any emergency or any irregularity in attendance. When parents are out of town, it is the parent's responsibility to inform the school as to who will assume guardianship (responsibility for the student). Students may not leave the campus during the school day or during school functions without the knowledge and permission of the administration. Students are not released to strangers or to callers without written parental consent.

Parent Communication - In Person Instruction

Parents/guardians must call the attendance office between 7:30 AM and 8:30 AM **each day** the student is absent. **Upon returning to school** after an absence, the student must bring to the Attendance Office a note containing the following: Student's full name, grade, date(s) of absence, explicit reason for absence, the signature of the parent/guardian, and phone number at which the parent/guardian may be contacted during the school day.

Parent Communication - Remote Learning

Parents/guardians must call the attendance office between 7:30 AM and 8:30 AM **each day** the student is absent. The following must be communicated in the phone call: Student's full name, grade, date(s) of absence, explicit reason for absence, and phone number at which the parent/guardian may be contacted during the school day. **The parent/guardian must also email the attendance clerk - Mrs. Beza (sbeza@piusmatthias.org)** and the following must be communicated: Student's full name, grade, date(s) of absence, explicit reason for absence, and phone number at which the parent/guardian may be contacted during the school day.

Student Communication - In Person & Remote Learning

The primary method of teacher communication will be through Google classroom. Given such, students are expected to check Google Classroom for updates, resources, announcements, and assignments. It is the student's responsibility to then email their teacher to confirm that they have read and understood the information on Google Classroom and/or to ask for further clarification.

If the absence is a planned absence (such as medical/dental appointment, funeral, court appearance, school approved activity) the student is expected to communicate with their teacher prior to the absence to arrange assignment/exam make-up plans. If the

absence is unplanned (sudden sickness) the student should notify the teacher before class if possible.

Topic-4-04-2

Absences with Acceptable Excuse

Type of Absences (Excused vs. Unexcused)

A strict policy is enforced regarding absences. The following are considered acceptable reasons for absence (excused absences): (1) Illness*, (2) Medical/Dental appointments*, (3) Funerals, (4) Quarantine*, (5) Court Appearances*, (6) Approved School Activities, and (7) Retreats [* = Official verification documentation required].

Unverified absences are considered unexcused (truancies) unless reclassified within two days of return to school.

Make Up Work Policy (for Excused Absences)

It is important to note that the opportunity to make-up work (exams, assignments, etc.) for **full credit** applies strictly to *Excused Absences*. When a student returns to class with appropriate documentation (verification) that the absence was excused, the Powerschool record will reflect accordingly and the student will have an equivalent amount of time to make-up assignments or exams. It is the student's sole responsibility to make arrangements with their teachers to obtain and complete any missing work.

Topic-4-04-3

Extended Absences

EXTENDED ABSENCES

Parent requests for an extended absence (**two or more days**) are to be directed to the Principal who will determine the status of the absence.

VACATIONS

PMA strongly discourages parents/guardians from withdrawing their students from school for vacations or family trips during the regular school year. The school does not allow the student to make up work he/she misses.

Parents/guardians are asked to plan vacations during regular school vacation periods. Any extended vacation requests must be made with the Principal prior.

PMA strictly enforces the policy of not excusing absences which occur during school days for vacation purposes. Out of 365 days in the year, 180 (less than half) are reserved for school by law. Please plan all vacations during the 185 non-school days. Thank you for helping us to underscore academics as the first priority while school is in session.

COLLEGE VISITATIONS

Every attempt should be made by parents/guardians to schedule college visitations so as to not to interfere with the school day. Absence due to a college visit must be cleared by the counselor one week **before** the actual visit in order to obtain an "excused" status. (A maximum of two college visit days per year will be allowed.)

Topic-4-04-4

Leaving School Early

LEAVING SCHOOL EARLY

A student may not leave PMA before the regular dismissal time without a written request from a parent or guardian. The request must state the reason for early dismissal.

Parents are asked to refrain from requesting off-campus permits except in the cases of emergency. Early departure should be avoided at all costs so as to maximize use of learning time in school. Leaving school five to thirty minutes early should also be unnecessary. **Normally, medical, dental or other appointments should be made for after school.** However, if medical appointments are made during the school day, an official note from the doctor's office must verify them. Students must sign in and out at the Main Office.

If your student is to leave school early, have him/her bring a note to the attendance office before school so as to avoid the need for telephone calls to the office. Your student will then wait for your arrival in the main office at the designated time.

Following this procedure will assist in a more efficient running of the main office and also help to avoid unnecessary interruptions of the other students in the classroom.

OFF-CAMPUS FOR SAME DAY ILLNESS

Students who become ill are to inform their classroom teacher and obtain a pass to the Main Office and then wait for the Attendance Officer to complete the necessary phone calls and issue an off-campus permit so they may go home. A parent or person authorized by the parent must pick up the student. It is school policy that a student who is too sick to remain in class is too sick to walk, use public transportation or drive home. Students must sign out at the Main Office including the date; time the student left campus and their name.

Topic-4-04-5

Tardiness

TARDINESS

A student arriving tardy to school is to report directly to the Main Office for a tardy admittance slip. This slip must be given to the teacher for admittance to class. Such tardies are noted on the permanent record. Tardies will be given excused status for the following reasons only:

1. Medical/Dental Appointments (with an official note of verification from the doctor's office.)
2. Court Appearances (with official documentation from the court.)

All other tardiness will be considered unexcused.

Any student with an unexcused tardy to class will be assigned a Dean's detention, to be served **Monday - Friday** (pending the detention schedule). Detention will begin at 3:05 p.m. end at 4:00 p.m. If the student does not show up, he/she will serve a Saturday detention with the Dean or suspension.

Tardy Violation Progression Per Semester

1st Tardy: Warning

2nd Tardy: Warning

3rd Tardy: Detention

4th Tardy: Detention and Disciplinary Probation

5th Tardy: Conduct Referral, Saturday Detention

6 or more tardies: Strict Probation, Parent/Student Conference, Suspension or Expulsion

The Administration reserves the right to conduct unannounced tardy lockouts. **Remember students may be marked tardy if not in their seat when the bell begins to ring.**

Students may be assigned a detention for each recorded tardy after the first 2 tardies. Detention rosters are posted regularly. If a student is assigned a detention for a tardy recorded in error, the student must clear the error with a note from the teacher

to the Dean and registrar before the date and time of detention. If the student does not clear the tardy before the date and time of the detention, the student will be held responsible for serving the detention and the usual consequences for missing an assigned detention.

ATTENDING/PARTICIPATING IN SCHOOL EVENTS ON DAYS OF ABSENCES

A student who does not report to school for at least half the school day may not participate in any extracurricular activity or event. Exceptions to this rule are VERIFIED medical/dental/court appointments. A student is to have a statement from the doctor noting the time and length of the appointment. Violation of this rule may result in disciplinary probation.

CAMPUS BOUNDARIES

Students are to stay in the designated student areas during the school day. The rear of the campus (adjacent to Consuelo St.), is off limits to students during the school day as are all parking lots and athletic fields unless supervised by a teacher. During break and lunch students may use the east basketball courts. These are the courts adjacent to Senior Square.

During break and lunch, students are to stay in the café, arcade area, east basketball court area, and Senior Square (for Seniors only). The building is off limits at this time except for use of the restroom, club or organization meetings, or teacher tutoring/conferences. Students are to refrain from being in the hallways or going to their lockers during these times. Lockers are to be visited during passing periods only.

Topic-4-04-6

Truancy

UNEXCUSED ABSENCES (Truancy)

All absences that are not excused are considered truanancies.

UNEXCUSED ABSENCES (TRUANCY)

1. Absences for other than the above reasons, even with the permission of parents, are considered unexcused. Parents should realize that a student's grade may suffer because of unexcused absences. Students may not request makeup work for an unexcused absence. However up to two unverified absences due to illness will be eligible to request make-up work. Students who accumulate 10 or more unexcused absences in a semester (per class period) may be denied credit for the semester.
2. Our School does not recognize "ditch days." Truancy is a serious matter for a number of reasons. Truancy encourages dishonesty, a violation of the Eighth Commandment. Truancy can lead to unsafe even dangerous activities when large numbers of teenagers are without adult supervision. These activities include and are not limited to injury, illegal drinking, drug use, and illicit sex. Truancy is wasteful because it causes loss of instruction time and parent's tuition money. Truancy "teaches" a lack of order and discipline. Truancy sets a bad example for the younger students.

Parents, who "cover" for their son/daughter by writing a note saying they were sick when they were not, provide a bad example and engage in dishonest and sinful behavior.

The following consequences may be given to students who have truanancies/unexcused absences.

1. **First Truancy:** Saturday detention, parent conference, and disciplinary probation
2. **Second Truancy:** Saturday detention, parent conference, and strict probation
3. **Third Truancy:** Suspension, parent conference, and strict probation.
4. **Fourth Truancy:** Parent Conference, suspension; expulsion or withdrawal

Topic-4-05-1

Parent Teacher Conferences

PARENT/TEACHER CONFERENCE NIGHTS

It is the responsibility of parents/guardians to attend the parent/teacher conference nights in order to be fully informed of their student's progress at the middle of the quarter. Parents/guardians who do not attend the conferences are responsible for calling the teacher to set up an alternative time according to the teachers availability and office hours. Although regular communication with parents continues to be the ideal, especially when students are in danger of failing, teachers will not be responsible for calling home at the middle of the quarter.

Topic-4-05-2

Parent Messages and Phone Calls

PMA regularly communicates using SchoolMessenger via email and phone calls. A weekly PMA update is delivered to the phone and email on file with the school registrar and can also be found on the school website. This weekly update is provided as a courtesy to keep the PMA community informed about various school activities and announcements for the upcoming week. If a parent is not receiving these communications, please call the registrar's office to ensure accuracy in the contact information on file.

Topic-4-05-3

Parent to School Communication

Parents are encouraged to communicate with the school personnel who can best assist with the area of concerns according to the school organizational structure.

Section-4-07

Safety and Security Procedures

PMA EARTHQUAKE/EMERGENCY RESPONSE PLAN

1. Exit. When the shaking stops, survey the scene; if you are by yourself and can do so, report to the athletic field. If you are with students, direct those who are able to move under their own power to exit to the athletic field. If any students are trapped or injured and not able to leave (a) apply first aid to stop severe bleeding; (b) use appropriate methods to start breathing, if necessary, (c) assure these students that search and rescue/first aid help will be

coming shortly, then exit yourself.

2. Report immediately to the Coordinator. This assures us that you are okay and can be counted on to carry out your task(s). Take roll and stay with class in designated area.
3. Carry out your pre-assigned task when authorized to do so. Search and Rescue/First Aid, Supervision of Students, Gas Check, Radio and Phone Monitoring, etc.
4. Report to the Coordinator when you have completed your task. You will then be given a secondary task.

Drop, Hold and Cover. Instruct students to do this: do it yourself.

PRIMARY TASKS (PRE-ASSIGNED)

Coordinators Search and Rescue/First Aid
Supervisors of Students Gas, electric, water check,
Radio & Phone Monitoring
Provide First-Aid Supplies

SECONDARY TASKS

- Comfort the injured
- Calm, reassure students
- Supervise gate; meet parents; release students
- Coordinator at gate for release of students
- Transport injured to hospital if no emergency services available
- Keep informed; listen to radio
- Monitor phones (bilingual staff)
- Communicate conditions at school to radio, television, Archdiocese
- Provide food & drink to students and staff
- Provide toilet facilities
- Provide blankets

FIRST - AID STATION

SUPERVISOR

- Decides who gets attention, first, second, etc.
- Gives directions to assistants.
- Takes information of injured who cannot be moved; sends help to these.
- Let's Coordinator know if more help is needed.
- Gives report to Coordinator when demands permit.

ASSISTANTS

- Accept directions from the supervisor.
- Use own training and knowledge in attending to the injured.
- If assigned, go to the injured who cannot be moved.
- Inform the coordinator of what has been done in attending each injured person.

Earthquake Response Plan

RESPONSIBILITIES

THOSE MAKING INCOMING PHONE CALLS

- Information to share with the caller:
- All students have been evacuated from the buildings.
- Staff members are conducting search and rescue tasks, applying first aid techniques and supervising the students.
- We cannot provide you with any information on a specific student or staff member, but we can take messages.
- Parents may come to the school to pick up students; we will not release students except to a parent (unless written release already on file).

THOSE MEETING PEOPLE AT THE GATE . . .

- Information to share with those coming to the gate:
- All students have been evacuated from the buildings.
- Staff members are conducting search and rescue tasks, applying first aid techniques, and supervising the students.
- We cannot provide you with any information now on a specific student or staff member.
- In order to keep students calm and to enable us to release the students in an organized way that allows us to account for each of them, we cannot allow you to enter the premises at this time.
- Please tell me the name of the student whom you wish to take home; tell me your relationship with her, and show me some identification; I will then send for that student.

THOSE ON SEARCH AND RESCUE TEAMS

THOSE ON GROUND AND RESCUE TEAMS

- If the person is not conscious, check the vital signs -- breathing, pulse; use the appropriate procedures.
- After checking vital signs, for conscious or unconscious, check for bleeding; use appropriate procedures.
- If the injured person is not able to move on his/her own power, do not move him/her unless there is imminent danger (fire; broken and/or live power lines, etc.) Fill out a report for the First Aid Coordinator, identifying the person, the location, and the condition of the injured.
- If the injured person is able to move accompany him/her to the first-aid station.
- Put out fires; or report those not containable.
- Report any chemical spills, broken power lines, potential hazards, to the coordinator.
- When the entire area is checked, and you have done all you can for the injured, report to the Faculty Coordinator; submit a written report.

THOSE PERSONS RELEASING STUDENTS . . .

- Ask for the name(s) of the student(s) and the person(s) requesting the student(s); check identification.
- Give names to the Gate Coordinator who will pull out the student Emergency Release Form and verify information.
- If the name of the person(s) requesting the student is not on the release form, the teacher will return to the gate and explain that the student cannot be released.
- If the name of the person(s) requesting the student is on the release, the teacher will go and get the student.
- If the student is being released, indicate on the back of the emergency release form the name of the person(s) taking the student. Return the form to the Gate Coordinator.
- The teacher then releases the student to the person(s) at the gate.

Section-4-08

Arrival/Dismissal Procedures

ARRIVAL AND DEPARTURE FROM CAMPUS

PMA cannot be responsible for students arriving before and after the regularly scheduled classes on a given day (except for students registered in a zero period class). Parents can drop off students as early as 6:30 am. The school building will be open for students beginning at 7am. Students who repeatedly loiter on campus outside the usual hours may be subject to disciplinary action, including being asked to withdraw from school. PMA is not responsible for the behavior of students providing rides to school. However, such students are strongly exhorted to obey all traffic and safety rules and to drive with the utmost caution and care at all times. Any reckless or careless driving of vehicles observed in the immediate vicinity of the school will be followed up by disciplinary action whenever possible. Out of respect for those living on or near the campus, students are asked not to play their car radios/stereos loudly in the parking lot or while parked anywhere near the boundaries of the campus.

PARENT RESPONSIBILITY FOR PICKING UP STUDENTS

All students must be picked up from school within a reasonable amount of time. Students should not be left on campus for extended periods of time waiting for transportation. Please arrange for your student(s) to be picked up from school by 4pm unless they are participating in a school event such as athletic practice, play rehearsal, etc., in which case the **additional Supervision Fee beginning 30 minutes after the end of the school sponsored event will be charged at a rate of \$25 every 30 minutes to the students tuition account.**

DAILY DROP OFF AND PICK-UP GUIDELINES (Subject to change due to facility construction)

Students are to be dropped off in the east parking lot on Gardendale Street (the east parking lot is the one adjacent to the football/soccer field). Vehicles are to enter through gate 3 (the gate closest to Paramount Blvd) and proceed to the drop off area. Once students are dropped off vehicles are to exit out of either of the remaining two gates depending on what lane they are in. For safety and efficiency, please obey posted signs and/or school officials.

At the end of the school day, students are to be picked up in the east parking lot off of Gardendale St. Vehicles may enter through gate 1 or 3 and exit through gate 2. Students may also be picked up after school from the exit on Consuelo St. at the back of the campus. Parents are advised to pick up their students between 2:45 p.m. and 3:00 p.m. The parking lot is closed until 2:45pm on regular school days.

Section-4-09

Automobiles/Parking Lot

STUDENT PARKING GUIDELINES

Students who bring automobiles or other motor vehicles to campus must be licensed drivers. Therefore, they are responsible for all regulations in using these vehicles on or near campus. On campus parking is restricted to those students who fully subscribe to all parking lot regulations of PMA.

They are as follows:

Seniors and juniors who want to use the parking lot must register and obtain a parking permit for a \$10.00 charge. Parking permits must be obtained from the Dean of Character & Discipline.

Parking permits must be displayed from the rear view mirror of the vehicle (REMOVE BEFORE VEHICLE IS IN MOTION).

Topic-4-11-04

School Procedures for Immunization and Screenings

1. PUPILS NOT MEETING REQUIREMENTS

Pupils who do not meet these State requirements are referred to their physician or local health department, providing them with a written notice giving dates of vaccine doses received and indicating which doses are lacking.

2.DOCUMENTATION

All pupils must present an *immunization record*.

What is it?

Topic-4-11-12

Accident Procedures

All accidents should be reported to the attendance office. Only minor and very basic first aid may be administered to students. No secondary treatment, such as changing or removing bandages, may be administered. Parents/guardians will be contacted immediately if there is any question regarding the seriousness of or complications arising from any injury. A complete and current emergency card is to be available for each student so that if he/she becomes ill or meets with an accident, the parent or guardian can be contacted immediately. Parents/guardians must inform the school office regarding any special medical need or needs for medication regarding their student.

Topic-5-01-1

Religion Curriculum

CURRICULUM

PMA provides for the needs of the college-bound student. The school’s curriculum meets Archdiocesan and college requirements. Please note the requirements for graduation from PMA aligns itself with entrance into the University of California and the California State University systems.

RELIGIOUS CURRICULUM

All students must take the required religion curriculum courses. In these classes, all students are graded on academic achievement and not on their religious affiliation, personal belief or the practice of their faith. All students are required to attend the general and class religious activities of the school and retreats.

Topic-5-01-2

Honors/Advanced Placement/International Baccalaureate

HONORS AND/OR AP COURSES

In order to maintain the rigor and high standards of honors and advanced placement classes each student is expected to maintain a passing grade to remain enrolled in said honors or AP level course. At the end of the second week of the fall semester, students earning a grade of D or F may be unenrolled from the Honors/AP class and moved to a general section of the same course if available or an alternative course if unavailable. Students earning a failing grade in an Honors or AP course at the end of a semester, will be dropped and moved to a general section of the same course if available or an alternative course if unavailable. Students and parents are advised to consider the consequences of dropping an Honors or AP course during the year when making the decision to apply for these rigorous courses.

1. To earn the AP Committee’s Recommendation for enrollment, students must meet the following criteria:
 - a. Meet the recommended semester 1 academic GPA of 3.0 or above

- a. Meet the recommended semester 1 academic GPA of 3.0 or above
- b. Meet the required prerequisite course grades

Students must complete a Honors/Advanced Placement Application by the due date.

- c. Compose a well written student reflection explaining the reasons for wanting to take on the challenge and/or AP courses

Students who do not earn the AP Committee's Recommendation may still submit a petition letter to their counselor to be considered for the course should spots still remain open after the application process.

In order to receive the additional GPA weight for an AP course as well as the AP distinction on their transcript, the student must take the official College Board AP Exam as scheduled in May of that academic year. Any student who does not take the exam as scheduled will lose the AP distinction on their transcript as well as the extra GPA weight.

Topic-5-01-3

Homework

To support and encourage student success in the classroom, student will be expected to submit Homework assignment at the beginning of class. Students may not complete unfinished assignments during class time unless the teacher so advises.

Make Up & Late Work Policies

Make Up Work Policy (for Excused Absences)

It is important to note that the opportunity to make-up work (exams, assignments, etc.) for **full credit** applies strictly to *Excused Absences*. When a student returns to class with appropriate documentation (verification) that the absence was excused, the Powerschool record will reflect accordingly and the student will have an equivalent amount of time to make-up assignments or exams. It is the student's sole responsibility to make arrangements with their teachers to obtain and complete any missing work.

Late Work Policy

Failing to complete assignments (homework, classwork, and major assessments like projects, labs, essays, or research papers) is not acceptable. Students will be expected to complete these assignments and parents will be notified by the teacher if a student has failed to do so (via Powerschool and/or email). Because late work is a sign of poor work habits and lack of responsibility, a late penalty will be applied to any and all late work. The late penalty will be applied as follows:

- **Second Calendar Day + Late Penalty:** A 50% penalty will be applied (post evaluation) to any assignment that is received on or after the second calendar day from the initial due date and time.

One Calendar Day Late Penalty: A 25% penalty will be applied (post evaluation) to any assignment if it is received one calendar day after the due date and time.

Please note that no credit for homework/classwork assignments will be awarded after the summative assessment (exam, paper, etc.) for the unit has passed. A teacher may never accept late work after final grades (quarter and semester) have been submitted.

Topic-5-01-4

Graduation Requirements

GRADUATION REQUIREMENTS

A student of PMA must meet the following requirements for graduation.

To graduate from PMA, a student must:

1. Take an English, Math, and Religion course each semester.

2. Complete one hundred (100) hours of Christian service and attend the annual retreats.
3. **Recommended to Complete an SAT Preparation Course** by the beginning of their senior year and take the SAT or ACT.

Earn passing grades in each course, every semester for a minimum of 240 semester credits.

A. CREDITS REQUIRED FOR GRADUATION

NOTE: Participation in the graduation ceremony and receipt of a diploma are privileges, not rights. PMA reserves the right to deny participation in graduation and to deny a diploma. Any student subject to such penalties will be granted a transcript, in accordance with the requirements of California law.

Any student who is deficient in five credits (one class) of **coursework** at the time of graduation, will be allowed to participate in the graduation ceremony, but **will not receive a diploma** until documentation is received that the appropriate class has been successfully completed. This class must be pre-approved by the counselor.

Any student who is deficient in ten or more credits (two or more classes) of required coursework will not be allowed to participate in Prom, Graduation Ceremony, the Baccalaureate Mass, Grad Nite, or rehearsals. Attendance at any senior events is a privilege that can be taken away on the Senior Citizenship Contract. Seniors who do not submit copies of all college acceptance letters and college scholarship letters to the senior counselor by the second Friday of May also lose the privilege of attending Grad Nite.

E. COLLEGE ENTRANCE REQUIREMENTS

1. REQUIREMENTS FOR ENTRANCE UNIVERSITY OF CALIFORNIA

<http://admission.universityofcalifornia.edu/freshman/requirements/index.html>

- 4 years English
- 3 years Mathematics (4 recommended)
- 2 years of the same Foreign Language (3 recommended)
- 2 years of Lab Science (3 recommended)
- 2 years of History/Social Science (including 1 yr World History and 1 yr. US History or US History/Government)
- 1 year of Visual and Performing Arts
- 1 years of U.C. approved College-Prep electives

UC GPA: includes 10th and 11th grade required courses, weighted for honors/AP.

ALSO REQUIRED: SAT I or ACT test (see counselor for scores required) and SAT II (if needed) Subject Area Tests (one Math, one English, and one additional) UCs also consider essay, school/community activities, honors and awards, and work experience.

Things to Know for UC:

1. UC and all other SELECTIVE colleges (Harvard, Stanford, Notre Dame, etc.) require the most rigorous course sequence possible, i.e. 4 years Math, 4 years science, 3 years language, AP and Honors courses, etc.
2. Electives include all courses beyond the minimum requirement, e.g. Physics, Spanish III, Econ., and Psychology. Not all electives are U.C. approved. Check with the counselor for details.

Things to know for CSU:

CSU GPA: includes both 10th and 11th grade required courses, weighted for honors/AP

ALSO REQUIRED: SAT I or ACT test (see counselor for scores required). SAT Subject Area tests may be required for some majors (see your counselor).

NOTE: CSU requirements meet most out of state college requirements but there are differences. Check with the school counselor for specific requirements for specific schools. Most electives meet CSU Requirements but there are exceptions. Check with your counselor before completing your schedule for junior year.

□

3. PRIVATE COLLEGES / OUT OF STATE COLLEGES

These vary in requirements; it is best to try to match UC requirements. Private colleges also consider test scores, essays, activities, and also look at recommendations from teachers and others. Students and parents are encouraged to meet with a guidance counselor to discuss these requirements.

4. COMMUNITY COLLEGES OF CALIFORNIA

Requirements: High School Diploma. Community colleges now have transfer and matriculation services to help all students reach their goal of transferring to 4-year colleges/universities and/or earning an AA/AS degree.

Please be sure to see the counselor if you have any questions regarding college admission requirements. Senior

Counselor reserves the right to deny writing a recommendation for any student who does not meet the minimum requirements for admission into the university or college.

F. CHRISTIAN SERVICE PROGRAM HOURS & CLASS RETREATS

The Christian Service Program at PMA is rooted in the Gospel of Matthew, which reminds us of our call as Christians to serve Christ through others:

“Inherit the kingdom prepared for you from the creation of the world. For I was hungry and you fed me, I was thirsty and you gave me drink. I was a stranger and you welcomed me, naked and you clothed me. I was sick and you cared for me, in prison and you came to visit me...I assure you, as often as you did for one of my least brothers or sisters, you did it for me.” Matthew 25:34-40.

At PMA, Christian service experiences are inspired by this Gospel message that calls for us to love and serve our neighbor, especially the marginalized. Our program is linked to Catholic Social teaching embodied in PMA's philosophy and mission statement. PMA strives to create a sense of school pride through community engagement.

PMA understands that the opportunity to service is in our surrounding community and fully empowers our students in direct service that will develop them as lifelong learners.

TOTAL NUMBER OF CHRISTIAN SERVICE HOURS REQUIRED FOR GRADUATION

1. Every PMA student will engage in 25 hours of service every year.
2. Every PMA student will meet the graduation requirement of 100 Christian service hours by his/her senior year.

All service hours must be submitted using the Christian Service Reflection form. Shared with students on Google Drive and granted access through their PMA email address. The form includes a reflection rooted in a Gospel that they can choose from the form drop down menu. In addition the students create a 1 minute video that illustrates the type of service and an explanation of its connection to the Gospel.

Topic-5-02-2

Grading Scale

GRADING POLICY

We believe all students can learn at high levels. While learning is the ultimate goal, grades are established in convention to the educational system to determine academic growth and learning. PMA uses a traditional grading scale with category weights entered on PowerSchool, our school's grade manager.

The grading policy varies by department but is unified throughout the curriculum by category weights system. Teachers use various categories of assignments: classwork, homework, writing assignments, participation, projects, performance based tasks, quizzes, tests, midterms and final exams. Within each of these categories there may be two types of assignments: formative and summative. Formative assessments are for practice to help check a student's comprehension and understanding of the content material. Summative assessments are any graded assignments with rubrics or criteria such as projects, writing assignments, quizzes, tests, midterms and final exams.

Each academic course has assigned various weights (percentages) to each category of assignments. Final exams and Midterms are 20% of the final grade while other categories may vary. To determine the category weights for each course, please see the student's syllabus and Google Classroom at the beginning of the year. If there are questions or concerns, please contact the student's teacher.

Failing to complete assignments, especially major assessments like projects, labs, essays, or research papers is not acceptable. Students will be expected to complete these assignments and parents will be notified by the teacher if a student has failed to do so. Because late work is a sign of poor work habits and lack of responsibility, a late penalty of up to 50% will be applied to any late work. A teacher may never accept late work after final grades have

been submitted.

When parents are concerned about the circumstances in which a particular grade was given, they should first talk directly to the teacher involved. If talking to the teacher does not clarify the situation to the parent's satisfaction, then the grade level counselor should be contacted. If this does not clarify the situation to the parent's satisfaction, the Dean of Student Success should be consulted (the Principal has the final say in such matters). Any challenging of grades must be made within two weeks of the receipt of the grades.

C. UNWEIGHTED AND WEIGHTED GRADE POINT AVERAGE

1. The Unweighted Grade Point Average is based on a traditional grading scale and is applied to all college-prep or required classes which do not have an Honors or AP distinction.

The traditional scale we use is as follows:

A 4.0
B 3.0
C 2.0
D 1.0
F 0

2. All honors or Advanced Placement (AP) courses are weighted so that they are given higher credit than the regular or non-honors course. The weighted GPA is used to determine class ranking and honor roll only. The incentive for choosing the more challenging course of studies is thus rewarded. Where colleges/ universities do use weighting it is based on their own particular subject area requirements. Grades below "C" are NEVER weighted.

The weighted grade is given credit according to the following scale:

A 5.0
B 4.0
C 3.0
D 1.0
F 0

3. Other GPA Calculations

Essentially, our graduates have multiple GPAs:

PMA GPA, which reflects the cumulative of all courses taken;

UC/CSU GPA, which reflects only the courses that meet UC/CSU a-g subject requirements;

NCAA GPA for athletic eligibility, which reflects only the courses that meet the NCAA course requirements.

In addition, private colleges/universities each view GPA and accept courses based on their individual requirements.

GRADING SCALE

All teachers in computing assignments, tests and report cards will use the following scale:

A 100 - 90
B 89 - 80
C 79 - 70
D 69 - 60

Topic-5-02-4

High School Grade Reporting

REPORT CARDS & PROGRESS REPORTS

Semester Report cards are issued 2 times per year at the end of the Fall and Spring Semesters and Quarter Progress Reports are issued 2 times per year at the end of the first and third quarter. These reports will be mailed home. PMA takes no responsibility for the failure of the report card or progress report to arrive in the parent's/guardian's hands. It is the parent's/guardian's responsibility to note the times of report card mailings on the calendar, and to monitor incoming mail that week. Parents who do not receive a report card or progress report during the scheduled week should call the main office immediately and request a reprinted copy.

Sequence of Parent Notification of Student Progress

1. Status Report: Printed report hand carried by student. Will be issued at the middle of each quarter.
2. 1st and 3rd Quarter Progress Report: Mailed home. Given at the end of the 1st and 3rd quarters, see school calendar.
3. Report Cards: Mailed home. Given at the end of the Fall and Spring Semesters. These grades appear on transcripts as S1 and S2 final grades.

MIDTERM/FINAL EXAMINATIONS AND INCOMPLETE GRADES

All students are expected to take midterm/final examinations. Students are not allowed to opt-out of these important exams. Students who are absent for a final exam without a valid excuse will be issued a final grade with the missed exam grade recorded as a zero. Appropriate documentation will be required in order for a midterm/final exam to be made up within the allowable time frame. Please make sure that all financial obligations are met before final exams. A student who receives an incomplete grade(s) has two weeks from the start of the semester to remove the incomplete. If a student fails to remove an incomplete by the end of the second week period, the incomplete will be changed to the default grade. The default grade is calculated using a zero (0) as a final exam score.

Topic-5-02-5

Make-Up Work/Absences

Make Up & Late Work Policies

Make Up Work Policy (for Excused Absences)

It is important to note that the opportunity to make-up work (exams, assignments, etc.) for **full credit** applies strictly to *Excused Absences*. When a student returns to class with appropriate documentation (verification) that the absence was excused, the Powerschool record will reflect accordingly and the student will have an equivalent amount of time to make-up assignments or exams. It is the student's sole responsibility to make arrangements with their teachers to obtain and complete any missing work.

Late Work Policy

Failing to complete assignments (homework, classwork, and major assessments like projects, labs, essays, or research papers) is not acceptable. Students will be expected to complete these assignments and parents will be notified by the teacher if a student has failed to do so (via Powerschool and/or email). Because late work is a sign of poor work habits and lack of responsibility, a late penalty will be applied to any and all late work. The late penalty will be applied as follows:

One Calendar Day Late Penalty: A 25% penalty will be applied (post evaluation) to any assignment if it is received one calendar day after the due date and time.

Second Calendar Day + Late Penalty: A 50% penalty will be applied (post evaluation) to any assignment that is received on or after the second calendar day from the initial due date and time.

Topic-5-02-6

Course Deficiency/Failure

COLLEGE AND "D's" AND "F's"

College bound students must make up the classes in which they received a "D" or "F." This is particularly true in the UC/CSU A-G Requirements. The University of California and the California State University systems only give credit towards admission for classes with grades of "C" or better.

Topic-5-02-7

Conduct/Citizenship Grades

Academic Honesty Policy

As a community, St. Pius X- St. Matthias Academy (PMA) students, parents, administration, and faculty strive to foster a sense of trust by endorsing an academic integrity policy. This policy requires that students produce honest work and hold their peers and classmates accountable for their actions. It is PMA's goal to create a community of students that value academic integrity and hold each other responsible for their actions. Academic dishonesty committed either directly or indirectly by an individual or group is well result in the receipt of a zero in the gradebook and disciplinary action.

Prohibited activities include but are not limited to the following practices:

Cheating, including but not limited to unauthorized assistance from material, people, or devices when taking a test, quiz, or examination; writing papers or reports; solving problems; or completing academic assignments;

Plagiarism, including but not limited to paraphrasing, summarizing, or directly quoting published or unpublished work of another

person, including online or computerized services, without proper documentation of the original source;

Topic-5-03-1

College Entrance Exam Requirements

TESTING PROGRAM

1.
FRESHMEN Most freshmen are given an entrance exam before enrollment in St. Pius X-St. Matthias Academy. The results of this test, in addition to the student's performance in the required incoming summer program, helps with appropriate class placement. Freshmen are also given the PSAT-9 and STAR Reading & Math assessments to help gauge their initial college readiness benchmarks.
2.
SOPHOMORES Sophomores take the PSAT and STAR Reading & Math assessments. These tests provide valuable practice for the SAT and help to monitor their progress towards college readiness benchmarks.
3.
JUNIORS Juniors take the PSAT - NMSQT (Preliminary Scholastic Aptitude/ National Merit Qualifying Test). This is the first step toward college admissions; the test both prepares students for the SAT and allows them to qualify for possible National Merit consideration. Junior students are encouraged to take the SAT I, SAT II, and/or ACT tests in the Spring of this year.
4.
SENIORS Seniors take the college entrance exams (SAT I / SAT II/ACT) in the Fall of 12th grade, if needed. All Seniors are encouraged to take at least one SAT, regardless of college plans. Seniors are encouraged to discuss college options with their counselor. Decision-making, meeting deadlines and other considerations make the Fall of Senior year a crucial time for these students.
5.
SCHOOL CODE 051232

Section-5-04

Recess and Lunch/Nutrition

The school schedule includes a nutrition/break period at a minimum of 15 minutes and a lunch period at a minimum of 30 each day.

During break and lunch, students are to stay in the café, arcade area, east basketball court area, and Senior Square (for Seniors only). The building is off limits at this time except for use of the restroom, club or organization meetings, or teacher tutoring/conferences. Students are to refrain from being in the hallways or going to their lockers during these times. Lockers are to be visited during passing periods only.

Section-5-05

Supplies and Textbooks

Students are expected to purchase the required textbooks for each course prior to the start of the course. Failure to have the required books and materials will negatively impact the students ability to be successful in the course.

TEXTBOOK SECURITY

1. Write name in three different locations in each textbook.
2. Lock lockers securely. Do not leave locks in set positions.
3. Do not leave texts, backpacks or personal belongings unattended.
4. Students or former students may not sell used textbooks on or near the PMA campus. PMA students are discouraged from buying used textbooks from present or former students. Such books on the approved list may be sold back to the bookstore at a reduced rate on the assigned calendar dates. This policy will hopefully discourage textbook theft.
5. Inform teacher of theft before class ends.

Section-5-06

Honors and Awards

HONOR ROLL

Honor Roll status is based on the previous semester's grades. Students earning a 4.0 GPA and above are placed on the Principal's Honor Roll. Students earning between 3.50 and 3.99 GPA are placed on the PMA Honor Roll. Students earning between 3.49-3.0 GPA are awarded the PMA Academic Excellence Award.

B.VALEDICTORIAN AND SALUTATORIAN SELECTION PROCESS

The Valedictorian and Salutatorian are selected each year from the graduating class. The Valedictorian ranks first in scholarship and is considered the top student of his/her class; the salutatorian ranks second in scholarship and is considered the second highest student in his/her class. Criteria are based primarily on cumulative GPA, the number of advanced placement classes must have attended PMA for at least 3 years.

The following point system will be used to determine valedictorian/salutatorian:

Cumulative GPA (Total/Weighted) shall be determined at the end of the 1st semester of the senior year. The top 5 seniors shall be ranked by academic weighted GPA and given the following point values. 1st: 30 points; 2nd: 27 points; 3rd: 24 points; 4th: 21 points; 5th: 18 points; 6th: 15 points; 7th: 12 points; 8th: 9 points; 9th: 6 points; and 10th: 3 points (70%).

1. The number of advanced classes taken by the top 5 GPA seniors shall be determined at the end of the 7th semester of the senior year. The following point values will be awarded: 1st: 10 points; 2nd: 9 points; 3rd: 8 points; 4th: 7 points; 5th: 6 points; 6th: 5 points; 7th: 4 points; 8th: 3 points; 9th: 2 points; 10th: 1 point (30%).
2. The point totals from the above two categories will be used to determine Valedictorian and Salutatorian. The Principal/Academic Guidance Counselor will meet with the qualifying students after the 3rd quarter of their senior year to inform them of their honor and to begin preparing for graduation.

Note: Under this point system, it is possible that more than one student may qualify for the valedictorian and salutatorian distinctions. Should there be more than one valedictorian or salutatorian, candidates must write a speech and the best one will be selected by for the commencement ceremony.

GRADUATION WITH HONORS

Summa Cum Laude Students maintain an academic grade point average of 3.80 to 4.00 over the first 7 semesters.

Magna Cum Laude Students maintain an academic grade point average of 3.60 to 3.79 over the first 7 Semesters.

Cum Laude Students maintain an academic grade point average of 3.40 to 3.59 over the first 7 semesters.

Section-5-08**Academic Probation, Retention/Transfer****ACADEMIC PROBATION**

Academic probation reinforces the school's commitment to create an accountability process for the entire school program while providing a motivational incentive to students to commit to and improve their academic growth and progress for eligibility.

Any student with a total weighted grade point average below 2.0 at the end of the quarter or semester grading period will be placed on academic probation. Any student who receives three or more semester grades of "F" in a single year may be referred to the Academic Review Board and may be asked to withdraw from St. Pius X-St. Matthias Academy.

Any student who is placed on academic probation may participate in extracurricular activities for the current quarter. If at the end of the current quarter the student does not have at least a 2.0 then that student will be ineligible and cannot participate in activities for the following quarter. The student will be placed on academic ineligibility until they earn a minimum of a 2.0 total un-weighted GPA at the end on the next quarter. All athletes will also follow C.I.F. rules for eligibility.

Requirements for students on Academic Probation

1. Participate in the AIM Program
2. Complete and turn in weekly tutoring form.
3. Make up all semester F's and D's prior to the next academic school year.

ACADEMIC DISMISSAL

The Academic Review Board will meet at the end of each school year to review the academic progress and enrollment status of students. At this time, the Academic Review Board will determine if a student will qualify for academic dismissal. Should a student qualify, both the student and parents will be notified.

The qualifications for academic dismissal are but not limited to the following:

1. Any student who fails three or more courses in one semester or year.
2. Any student whose cumulative GPA is at or below 1.0.
3. Any student who qualifies for academic probation for two consecutive quarters.

Topic-5-09-2

Additional Counseling Information

STUDENT SUPPORT SERVICES

A.ACADEMIC GUIDANCE

The counselor sets conferences with students. A focus is placed on the student's responsibility for academic achievement. The counselor will assist students in developing strategies for improving their performance, and will act as a liaison when necessary for students and parents. Students may request appointments whenever help is needed.

B. PERSONAL GUIDANCE COUNSELING

Although PMA does not take responsibility for psychological counseling or therapy, services could be provided by one of our licensed counselors. Students may be referred for counseling by:
self-referral

school faculty

Section-5-11

Summer School

SUMMER SCHOOL

PMA runs three summer school programs. All incoming freshmen are required to attend our Freshman Summer Experience which is used to orient students to the PMA community and to ensure proper placement in their core courses. In addition to the incoming freshmen program PMA offers both recovery and advancement courses for its returning students. Students with a strong academic record and prior approval from their academic counselor are provided an opportunity to advance in their studies over the summer. Students who have acquired credit deficiencies, earning a "D" or an "F" for a semester grade are required to attend the PMA summer recovery program. All students who earned a "D" or "F" in the first semester must register for summer school by the end of the 3rd quarter.

SUMMER READING & ASSIGNMENTS

The English department designates books to be read over each summer by grade level. There will be testing and specific assignments based on summer reading after school begins. Honors and/or AP courses in all academic departments may also have additional summer assignments.

Section-6-01

Before & After School Policies and Programs

EXTRA CURRICULAR ACTIVITIES

A. CO-CURRICULAR AND ATHLETIC ACTIVITIES

All such activities are scheduled in the calendar. Each activity is assigned a moderator. All activities and events are opportunities for the school community to apply the teachings of the Church to human relationships. Parents, coaches, and administration will be responsible for promoting the qualities of healthy competition and good

coaches, and administration will be responsible for promoting the qualities of healthy competition and good sportsmanship, self-discipline, teamwork, emotional control, doing one's best and good citizenship.

These are not an adjunct to the High School Program, but are an essential part of our educational goals. Regulations for such activities are in accordance with Archdiocesan policies. Proper supervision is provided at all events. Scheduling of practices and events should not interfere with obligations, like family, homework, etc.

Section-6-02

School Field Trips and Excursions

FIELD TRIPS AND EXCURSIONS

The curriculum may incorporate excursions and field trips. They must be educational in nature and related to the curriculum and content of the course of study.

Each school establishes definite guidelines and systematic procedures for such trips. There must be adequate supervision on trips, and school rules of conduct must be maintained. For trips outside the 100-mile radius of the school, guidelines must include consideration of the ability of parents to incur costs, the financial impact of the trip on other school fundraising activities, and class work missed by students. The principal is to consult with the regional supervisor if there is any question about the appropriateness of such trips.

The archdiocesan field trip form must be used for all field trips and excursions. The completed forms must be kept in the school file until the end of the school year.

State law requires that a first aid kit be immediately available to the supervising adult on all excursions and field trips. A snakebite kit must be included if the trip is to be in an area where there may be poisonous snakes. The school provides supervision and all school rules are enforced on such trips. The school uniform must be worn on all field trips. Please note that participation in a field trip is a privilege not a right. The school may withdraw this privilege.

Topic-6-04-1

Election rules

ASSOCIATED STUDENT BODY (ASB)

All students are members of the Associated Student Body. Its aim is to promote harmonious relationships throughout the school by means of organized activities and projects.

Associated Student Body ASB is a school group of elected student leaders. The purpose of ASB is to provide campus leadership, plan student events, promote better student relations, and raise funds for student activities.

ASB officers are leaders who represent their classmates and make important decisions about our school and school events and about how to spend ASB funds. The Student Council is made up of an elected Executive Council consisting of Executive President, Vice President, Secretary and Treasurer. The Executive Council with guidance

consisting of Executive President, Vice-President, Secretary and Treasurer. The Executive Council with guidance from the Dean of Student Life, helps to facilitate ASB meetings and oversees individual class councils which consist of elected grade level presidents, vice presidents, secretaries, and treasurers. Club representatives and elected/appointed commissioners may also participate in ASB meetings.

ASB is responsible for annual fundraisers, planning dances, organizing community service projects, and helping with school improvement projects. Class Officers are responsible for promoting pride within the school and its community. Like ASB, class officers will represent all students and work as a team to accomplish student council goals. Class officers work with ASB to create an effective academic community. See attached organizational chart.

ASB 2020-2021 Org Chart

PMA WARRIOR WIN PROGRAM

The St. Pius X – St. Matthias Academy Warrior Win program is a positive reinforcement initiative designed to facilitate the incorporation of PMA's Integral Student Outcomes (ISO's) into the student's daily lives and to offer students the ability to demonstrate said incorporation and be rewarded for it.

Students may be recognized and awarded a Warrior Win by a faculty or staff member for the incorporation of each individual ISO throughout the school year.

ISO's

P—Pursues Academic Excellence

I -- Invests in Responsible Decision Making

O – Overcomes Adversity

U – Upholds Their Faith Through Service

S – Strives to Think Critically and Communicate Effectively

Students awarded a Win for living out of one of the school ISO's on a regular basis will receive a certificate and be eligible for selection of a monthly prize give away or incentive.

Warrior Degrees

Students who consistently demonstrate adherence to the schools ISO's and are awarded each of the 5 Integral student outcomes in one school year will be recognized as a First Degree Warrior. Students who consistently demonstrate and are awarded each of the 5 ISO's during a single school year for a second year will be recognized as a Second Degree Warrior and will receive all the status as such.

Students who consistently demonstrate adherence to the school ISO's and are awarded Win's for each of the schools 5 ISO's for a third year will obtain the status of Third Degree Warrior and will be recognized as such.

Warrior levels:

1st Degree: Warrior Wins in each of the five Integral Student Outcomes in one or more school year(s).

2nd Degree Warrior: Warrior Wins in each of the five Integral Student Outcomes for a second school year.

3rd Degree Warrior: Warrior Wins in each of the five Integral Student Outcomes for a third school year. Third Degree Warriors may be eligible to issue Warrior Wins to their peers upon recommendation by a teacher and approval by Administration. 3rd Degree Warriors will be recognized with a special stole at graduation.

P.I.O.U.S Warrior Win Criteria

P - Pursues Academic Excellence: Student repeatedly strives to attain a higher understanding of the course content. This may be described as regularly going above and beyond assignment requirements.

I - Invests in Responsible Decision Making: Student regularly devotes conscious thought and effort to their decision making process resulting in decisions that benefit the students future and/or the safety and well being of the student or their peers.

O - Overcomes Adversity: In the face of academic or personal struggles due to deficiencies or environment, the student regularly prevails where others may have failed.

U - Upholds Their Faith Through Service: Regularly confirms and/or supports their faith by volunteering at their Parish, school, medical or caregiving facility or other charitable organization to help and benefit society. Lives out the corporal or spiritual works of mercy consistently. This service must not be done solely to fulfill community service hours for graduation, but is incorporated regularly as part of the students lifestyle.

S – Strives to Think Critically and Communicate Effectively: Makes great effort to understand complex problems and/or issues from different angles to gain a thorough understanding and to convey such information to others in a clear and concise manner.

Topic-6-04-2

Authority

The Student Council is made up of an elected Executive Council consisting of Executive President, Vice-President, Secretary and Treasurer. The Executive Council with guidance from the Dean of Student Life, helps to facilitate ASB meetings and oversees individual class councils which consist of elected grade level presidents, vice presidents, secretary's, and treasurers. Club representatives and elected/appointed commissioners may also participate in ASB meetings.

Section-6-05

Clubs/Organizations/Honor Societies

STUDENT CLUBS:

A club is defined as a student-initiated, maintained, driven and inclusive group that continuously and consistently aligns itself with the Christ-centered goals, vision and purpose of PMA. Further, these groups may choose to affiliate with a larger, national non-profit organization, but must keep in mind that this larger organization must fall within the same regimented scope as stated above.

To start a club, students must ask a teacher to moderate the club (thereby supervising meetings, events, and activities), complete the application form with the club moderator, submit fundraising ideas to the Advancement office and begin meeting and making new friends! Clubs that are first beginning have a year probation period, in which to add to the community of PMA.

Below is a list of clubs that PMA has had in recent years:

- Ambassadors: The Ambassadors work to serve the campus community and to represent St. Pius X - St. Matthias Academy at larger community functions.
- American Sign Language Club: Our mission is to create a place for all students and those who seek knowledge and want to raise awareness of American Sign Language, the Deaf Community, and Deaf Culture
- Associated Student Body
- ASB is a group of dedicated students (made up of all grades, sports and clubs) who strive to do anything to better the school and follow the ASB Handbook
- Beach Volleyball Club: BVC is for boy' and girls interested in learning how to play Beach Volleyball
- Campus Ministry: Campus Ministry is an association of students who meet weekly to plan events and retreats that advance the teachings of the Catholic Church and the person of Jesus Christ.
- Food and Garden: For students that want to learn about nutrition, good food and growing their own food.
- GRL Club: Is for young women and advocates. We are a group that supports one another as sisters and friends. We are here to embrace our GRL power while seeking ways to navigate through life as successful and independent young women.
- Music Ministry/Choir: A club with action and service to respond to God's calling using music in a way to serve God.
- On the Fly: Improv Club: Learning on the fly - Improvisation on stage and learn to grow in verbal and physical acting
- Pre-Med Society: We strive to supply resources to those who are interested in internships, job shadowing, volunteer opportunities and encounters with medical professionals.
- Sports Medicine: Investigates the science and practice of athletic nutrition and conditioning, preventing and diagnosing athletic injuries and increasing performance
- Warrior Literary Society (Book Club): A club for individuals who enjoy reading and having open discussion about literature.
- Warrior Safety Team: The Safety Team Program is designed to enhance the emergency preparedness and safety of the PMA campus and community.
- World Scholars Cup: WSC is an international team academic program with students participating from over 82 countries

HONORS SOCIETIES

California Scholastic Federation (CSF)

CSF is a nonprofit organization whose mission is to recognize and encourage academic achievement and community service. Our chapter is comprised of students members who meet eligibility requirements. The Society was founded in 1921. Application for membership in CSF must be made at the beginning of each semester for the previous semester. To be eligible for membership, a student must accumulate ten points from no more than five classes in a semester. A grade of "A" equals 3 points; "B" equals 1 point; except in an honors class or an Advanced Placement class, where a grade of "B" equals 2 points. A grade of "C" equals 0 points. A "D" or "F" in any subject debar a student from membership for that semester. It is the responsibility of the student to apply for CSF each semester, and to pay the dues of \$5.00 per semester due at the time of application. Students are reminded of deadlines for several weeks. Parents, please contact the counseling office if you have any questions.

National Art Honor Society (NAHS)

The National Art Honor Society was established in 1978 in the United States by the National Art Education Association for high school students grades 9-12 from the National Art Honor Society. Moderated by Ms. Arreola. National Society founded in 1978 by the National Art Education Society. Its purpose is to assist student members

to attain their highest potential in all forms of art, and to raise awareness of art education throughout the school and community.

National English Honor Society (NEHS)

NEHS was founded and sponsored by Sigma Tau Delta and is the only international organization exclusively for high school students and faculty who excel in the field of English. It was founded in 1921.

National Honor Society (NHS)

NHS is the nation's premier organization established to recognize outstanding high school students. The society was founded in 1921 by the National Association of Secondary School Principals

Sociedad Honoraria Hispánica (SHH)

The Sociedad Honoraria Hispánica (SHH) is an honor society for high school students enrolled in Spanish courses. It was founded in 1953 by the American Association of Teachers of Spanish and Portuguese.

Topic-6-06-1

Formal Dances (Homecoming, Winter Formal, Prom)

DANCES

In keeping with the Christian mission and moral standards of our school, student dress and behavior is to conform to those characteristics of a virtuous and Christ-centered person at all times, including dances and social activities. Consistent with these expectations, students are to refrain from any sexually suggestive behavior both on and off the dance floor. Because the Church teaches that same-sex attractions are disordered, advocating for or expressing same-sex attractions, including same-sex couples at dances, is not permitted. The rules governing dances are:

1. ADMISSION

- A. Dances are school-sponsored activities at which all-relevant school regulations are applicable.
- B. Dances are scheduled between 7 and 11:30 p.m.
- C. Doors close at 8:00 p.m. and open again at 11:00 p.m.
- D. All PMA dances are closed dances unless otherwise publicized.
 - a. All guests must have a signed contract turned into the main office with fee.
 - b. Approved guests must be 9th grade through 12th.
 - c. Students must accompany their guest through the entrance to the dance.
 - d. All guests must have school ID (picture) and must follow all school rules.
 - e. Guests are the responsibility of the PMA students.

2. SCHOOL ATTENDANCE

Students absent from school (for whatever reason) on the day of a dance will not be admitted.

3. DRESS CODE

"Special Dress" is usually the dress code for campus dances. Winter Semi-Formal dress code is found in Parent/Student Handbook Appendix. Students and parents are reminded that students found in noncompliance of the dress code will be asked to leave the dance and their money will not be refunded.

4. SUSPENSIONS

The PMA handbook and state law requires that the following be adhered to regarding grounds for suspension from this school function: "While on school grounds or elsewhere when under the authority or direct supervision of school personnel or when such conduct is otherwise related to school activities or attendance, a pupil shall refrain from any and all of the following acts: immorality, profanity, the use or possession of tobacco, liquor, or other hallucinogenic or dangerous substances."

5. UNACCEPTABLE DANCING

Activities that may cause injury to oneself or others and gestures or simulation of immoral activity are strictly prohibited. "Freaking" is banned at PMA dances. Any student who participates in "freaking" or "moshing" or other overly sexually provocative dancing will be removed immediately from the dance and detained until 11:00 p.m. The student will be suspended from school pending a meeting with the dean, parent/guardian and the student. Consequences for such behavior will include exclusion from future dances and probationary status for a specified time.

Prom

PMA Prom, will be held **on Friday, May 28 from 7:00 p.m. to 11:00 p.m.** Check-in and pictures will begin at 6:30 p.m. The Prom is a formal dance open to juniors and seniors only. Sophomores are allowed to attend as a guest of an upperclassman, but freshmen are not allowed to attend. In addition, juniors and seniors may request to invite an off-campus guest, however, approval must be granted beforehand. Please refer the *Guest Pass Request Form* below.

Pre-sale tickets will be on sale on campus during lunch in the ASB office. All PMA students planning on attending the dance will need to read, sign and submit a *Student-Parent Agreement Form* which explains expectations regarding dress code and conduct.

In addition, **ALL female students, including guests, will be required to have their dress approved before the dance.**

Students are asked to keep Catholic ideals of modesty in mind as they make selections for dance attire. It is our hope that all involved (PMA parents and students) will remember that the ideals of a Catholic society are distinctly different from those of secular society and are reflected in the dance dress code. It is expected that dress for all students will be in accordance with the school philosophy which takes into consideration modesty and safety. Please refer to the Student/Parent Agreement Form for specific guidelines with dress code.

Homecoming

The Homecoming Dance is a semi-formal dance that is open only to PMA students. Guest passes will not be issued. Any student planning on attending the dance will need to carefully read a Student/Parent Agreement Form which explains expectations regarding dress code and conduct. This form will be online for both the parent and the student to electronically sign and acknowledge at the time the ticket is purchased.

ALL female students will be required to have their dress approved before the dance. Students will be required to bring their dress to campus and try it on for approval.

Students are asked to keep Catholic ideals of modesty in mind as they make selections for dance attire. It is our hope that all involved (PMA parents and students) will remember that the ideals of a Catholic society are distinctly different from those of secular society and are reflected in the dance dress code. It is expected that dress for all students will be in accordance with the school philosophy which takes into consideration modesty and safety. Please refer to the Student/Parent Agreement Form for specific guidelines with dress code.

Topic-6-06-2

Graduation Celebration/Grad Night

Section-6-08

Parent/Guardian Release for Student or Minor (Noncommercial)

The PARENT RELEASE FOR STUDENT NON-COMMERCIAL MEDIA can be accessed [here](#):

Section-6-10

Student Identification Cards

STUDENT ID CARDS

Students will be issued ID cards with barcodes and their current student number. These may be used for various tracking purposes.

The use of the ID cards are as follows:

- Student ID cards must be carried at all times during the school day and presented upon request by any

Student ID cards must be carried at all times during the school day and presented upon request by any faculty or staff member.

- ID cards are eligible to be required for admittance to extracurricular activities including school dances.
- Loss of ID requires purchase of new ID at \$5 per card.

Topic-6-12-01

School Athletic Handbook [if applicable]

Topic-6-12-02

Sports by Season Pep Squads, Cheer

SEASONS of SPORT

Fall Boys' & Girls' Cross Country, Girls' Volleyball, and Football

Winter Boys & Girls' Basketball and Boys' & Girls' Soccer

Spring Baseball, Softball, Boys' & Girls' Track & Field, and Boys Volleyball , Swimming

Topic-6-12-03

Selection Process/Requirements for Participation

REQUIREMENTS FOR PARTICIPATION

1.PHYSICAL EXAMINATION

A yearly physical examination is required. The standard physical form must be completed by a licensed physician and submitted to the athletic department prior to participation. The examination covers all sports for the entire school year provided it was administered after the start of the current school year. The form will be kept in the Athletic Department.

2.MEDICAL RELEASE FORM

Each Athlete's parent(s) / guardian shall complete a Medical Release Authorization Form through athleticclearance.com, giving permission for treatment by a physician or hospital when the parents(s) / guardian is not available. This form must be completed prior to participation.

3.INSURANCE

This insurance is available to all students participating on an athletic team for a nominal fee. Football players are required by the Archdiocese to purchase additional insurance. Parents will need to verify they have purchased additional school insurance or possess a primary insurance plan for athletes to participate.

4.ATHLETIC FEE/SPIRIT PACK FEE

The required athletic fee of \$200.00 for each sport during the school year must be paid prior to the students' participation in that sport. Fees for football vary from other sports. Fees will be billed after students are registered for the course. These fees are not refundable if a student withdraws from a sport after official practice or competition. Some necessary items will not be reusable; each sport may require a fee for such items. These may include practice uniforms, personal practice equipment and practice shirts and / or shorts or attire. These fees are not refundable. By signing and returning the Parent/Student Acknowledgement agreement parents/guardians and student athletes are certifying that the athletic requirements and policies have been read, are understood, and will be followed. This signed document will be filed in the Main Office. The school will supply game uniforms for all sports except cheer, swim, cross country, and track & Field

Topic-6-12-04

Athletic Medical Clearance

1. PHYSICAL EXAMINATION

A yearly physical examination is required. The standard physical form must be completed by a licensed physician and submitted to the athletic department prior to participation. The examination covers all sports for the entire school year provided it was administered after the start of the current school year. The form will be kept in the Athletic Department.

2. MEDICAL RELEASE FORM

Each Athlete's parent(s) / guardian shall complete a Medical Release Authorization Form through athleticclearance.com, giving permission for treatment by a physician or hospital when the parents(s) / guardian is not available. This form must be completed prior to participation.

3. INSURANCE

This insurance is available to all students participating on an athletic team for a nominal fee. Football players are required by the Archdiocese to purchase additional insurance. Parents will need to verify they have purchased additional school insurance or possess a primary insurance plan for athletes to participate.

Topic-6-12-06

Athletic Fees, Equipment and Uniforms

ATHLETIC FEE/SPIRIT PACK FEE

The required athletic fee of \$200.00 for each sport during the school year must be paid prior to the students' participation in that sport. Fees for football vary from other sports. Fees will be billed after students are registered for the course. These fees are not refundable if a student withdraws from a sport after official practice or competition. Some necessary items will not be reusable; each sport may require a fee for such items. These may include practice uniforms, personal practice equipment and practice shirts and / or shorts or attire. These fees are not refundable. By signing and returning the Parent/Student Acknowledgement agreement parents/guardians and student athletes are certifying that the athletic requirements and policies have been read, are understood, and will be followed. This signed document will be filed in the Main Office. The school will supply game uniforms for all sports except cheer, swim, cross country, and track & Field

Topic-6-12-07

Discipline Policies and Procedures in Athletics

GRADING /DISCIPLINARY PROCEDURE

Individual sports are registered as a five credit physical education course. These courses may be used to replace existing Physical Education requirements but cannot be used to replace the five credit Health requirement. The PMA grading scale will be used for these courses. Grading is based on the student's ability to participate and commit themselves to the philosophy, policies and rules of the PMA athletic department and their particular sport. Grading rubric for the specific sports teams will be provided to participants before official practices begin which will clearly outline the criteria for earning specific grades in the given sport.

Disciplinary infractions of school rules while in attendance or while being transferred to or from an athletic event come under the jurisdiction of the regular school disciplinary procedures. The head coach must inform the Athletic Director of any such infractions. Athletes can be disciplined for the following infractions but are not limited to:

rdy to meetings, practices or games;

Topic-6-12-08

Varsity Jackets and Sweaters

LETTERING

The awarding of an athletic letter at PMA is an acknowledgement of excellence and achievement. In order to receive a letter an athlete must abide by the policies and rules of the handbook, play combined 10 minutes in a season and in the Head Coach's opinion be deserving of such a letter.

To letter in Varsity, there is a minimum requirement for each sport, but a coach may waive it and award a letter because of injury, superior effort, inspiration, or leadership.

Topic-6-12-09

Sportsmanship Code for Spectators

GUIDELINES FOR SPECTATORS AT ATHLETIC EVENTS

In light of growing violence associated with high school athletics, the C.I.F. Southern Section has issued the following guidelines for spectators at athletic events. These guidelines are an invitation to put into practice the ideals of sportsmanship, which can truly make high school athletics a positive experience for all involved.

1. □

Remember that school athletics are learning experiences for student-athletes and mistakes will be made. You would not jeer a student who makes a mistake in

Topic-6-12-10

Coach/Trainer Certification [Play Like a Champion]

**COACHING EMPLOYMENT
REQUIREMENTS All
coaches must complete the
following
programs/paperwork and
submit to Athletic
Department:**

- **Be VIRTUS certified**
- **Complete Livescan Fingerprinting**
- **Child Abuse Form**
- **Play Like A Champion(PLAC) Certified**

- **Be certified in CPR (every two years)**
- **Be certified in First Aid (every two years)**
- **Be versed in theory and coaching techniques**
- **Concussion Certified**
- **Sudden Cardiac Arrest Certified**
- **I-9 and W-4 Forms**
- **Coaching Employment Agreement (Contract)**
- **TB Skin Test (Mantoux)**
- **Emergency Information Form**
- **CIF Coaches Code of Ethics**
- **Guidelines for Professional Relationships with Students**

Section-7-1

Tuition and General Fees

FINANCIAL POLICIES

PMA runs on a very tight budget. The school spends more per pupil than it charges for tuition. Payment of tuition and fees is a matter of justice which cannot be taken lightly. Failure to pay tuition and fees on time jeopardizes the academic program for all of our students and faculty. It also causes deep anxiety and worry on the part of those who are responsible for the financial state of the school. In all Christian charity and justice, parents and guardians are requested to please be faithful in making all payments on time, and in the rare case that this is not possible, inform the school immediately and await further advisement.

TUITION AND FEES

There is no difference in tuition for Catholic and non-Catholic students. For a complete list of tuition, fees and other current financial information, please refer to the published [Schedule of Tuition and Fees](#).

Section-7-2

Tuition Collection

MAKING PAYMENTS

All tuition and fees must be paid through SMART Tuition Management Program. [Enrollment in the SMART Tuition program is mandatory.] Please see SMART enrollment Brochure, office or website for further details. SMART will assess a \$50 enrollment fee at the time of the registration payment.

DELINQUENT ACCOUNTS

For families on the monthly payment plan, tuition and fees are due no later than the 20th of each month. All other payment plans are due on the dates selected in the SMART Tuition Program. A \$40 late fee will be assessed by the school for all outstanding balances when they become overdue.

TUITION SUSPENSION

When the student account becomes past due, the student will be placed on tuition suspension and may not attend school or school activities until past due balances have been received and paid by cash, cashier's check, or money order ONLY. Tuition suspension occurs every month. Students with a 60 day past due balance may be automatically withdrawn and the account will be turned over to a collection agency. Students will not be permitted to take final exams unless all balances on accounts are current. Students with outstanding balances may not participate in activities including but not limited to athletic team participation, dances, Grad Nite, Baccalaureate, Prom, Graduation, etc... Any monies paid for these activities will be applied toward the student's outstanding balance. Diplomas, official transcripts, report cards, and class schedules may be withheld or marked incomplete until accounts are cleared. A student will not be permitted to re-register in the fall semester if there is an outstanding balance of any amount from previous school years.

RETURN ITEMS/NSF

Payments returned for nonsufficient funds will be billed a fee by SMART Tuition and \$35 by PMA for each return. After one returned item the school will only accept payment in Cash, Money Order or Cashier's check.

Section-7-3

Tuition Assistance

St. Pius X-St. Matthias Academy is committed to offering families the opportunity to apply for financial assistance in order to help make the value of a Catholic education a reality for their children. The brochure below is meant to assist families through the process to apply for the funds that are available through the various foundations, benefactors and supporters of St. Pius X-St. Matthias Academy. Each opportunity along with their respective application process is explained in the [2020-2021 Financial Assistance & Scholarship Programs](#) brochure.

TUITION ASSISTANCE

Since the school depends on tuition income as the primary source of income, all are expected to meet their financial obligations. A limited amount of assistance is available through the various foundations. Families must re-apply by published deadlines to qualify for assistance. Archdiocesan assistance should be requested by the end of December for the following school year.

FAMILIES NEED TO REAPPLY EACH YEAR FOR CONTINUED ASSISTANCE.

The Tuition Assistance committee considers the following criteria:

- Financial need; Based on Financial Aid assessment
- Faithful adherence to the Parent/Student Pledge
- "C" (2.0) grade point average
- "S" satisfactory grades in citizenship and effort;
- Student involvement in at least two or more clubs, teams, or other activities on campus;
- Agreement to pay the remainder of tuition, registration and other fees on time each month

Failure to maintain these standards could mean loss of financial assistance.

Section-7-4

Parent Service and Fundraising Requirements

PARENT SERVICE HOURS

Each family is expected to contribute parent service hours each year. Each family is expected to serve 20 service hours per

semester.

Half of the required service hours are due each semester. 1st semester due December 15th/ 2nd semester due April 30th. Parent service hours will be billed at \$20 for each hour not served by the required deadlines. SORRY. NO EXCEPTIONS!

Failure to attend mandatory parent meetings will result in a \$50 no-show fee per missed meeting. Mandatory meetings are indicated as such on the school calendar.

It is the parent/guardian's responsibility to contact the school for service hour opportunities. All service hours must be recorded in the parent service sheet issued by the school administrator. Failure to perform required hours by the due date will result in a \$20 fee per hour not serviced. Only designated school administrators and/or PTO representatives are authorized to sign the parent service sheet.

As a non-profit organization, the school relies on school fundraisers and other charitable efforts. Participation in school wide mandatory fundraisers is required as indicated on the Tuition Agreement Form. Families are still responsible to pay the cost of fundraisers regardless of participation. Fundraising fees will be billed to the student account. Further details on fundraising opportunities available are provided at the beginning of each school year.

Section-7-5

Costs/Fees (when applicable for field trips, supplies, sports, senior fees, etc.)

Auxiliary activities such as retreats, athletics, etc. are often not part of the regular tuition and fees but are funded through additional participation fees. As such, if those activities are not offered or are limited due to COVID-19 Health and Safety Guidelines, participation fees will either be prorated to cover expenses or will be reimbursed and/or applied to outstanding tuition balance if already paid. PMA is making every effort to keep the school year activities as normal and safe as possible. Please review the PMA [2020-2021 Schedule of Tuition & Fees](#) for any other questions.

Topic-8-1-01

Discipline and Procedures

DISCIPLINE POLICIES

"Real love is demanding. I would fail in my mission if I did not clearly tell you so. For it was Jesus – our Jesus Himself – who said, "You are my friends if you do what I command you" (Jn 15:14). Love demands effort and a personal commitment to the will of God. It means discipline and sacrifice, but it also means joy and human fulfillment."

(Pope John Paul's address at Boston, October 1979)

Maintenance of Effective Discipline

Effective discipline is maintained when there is:

- Reasonable quiet and order in the building
- Positive correction of behavior
- Constant encouragement of acceptable classroom conduct
- Firm but fair treatment of difficult students
- Consistent follow through

Formal Titles and Names

Students will address all adults by their proper titles as based on school employment documents (Mr., Mrs., Miss, Dr., Sr., Brother, etc.) and surname (last name). School personnel will address students by the original name with which the student was registered (or its common derivative) and correlating pronouns.

Disapproved Disciplinary Measures

The following disciplinary measures are forbidden:

- All corporal punishment, including shaking and slapping
- Language that is sarcastic or calculated to bring ridicule on the student, his or her parents, or background
- Using religious exercises or important class assignments as punitive measures
- Bizarre and unusual punishments
- Withholding or altering rightfully earned academic grades
- Any disciplinary action that isolates a student without proper supervision

A. GENERAL BEHAVIOR

It is expected that all students conduct themselves in a manner consistent with the accepted norms of Christian values on campus and at all school activities. Respect and love of others should be a pervasive theme guiding all student interactions. Students should address faculty, staff and other students politely, courteously and respectfully in a spirit of friendliness and in an atmosphere of cooperation essential to an educational community. Repeated negative attitudes and behavior destructive to the community will not be tolerated and will result in immediate action or remediation. Such action includes but is not limited to: teacher conference, professional counseling at parent's expense, probation, suspension or expulsion.

B. CLASSROOM BEHAVIOR

The usual rules of common politeness are to be observed in dealing with teachers and other students. Behavior which disrupts or in any way hampers class progress is unacceptable.

1. Students are to enter the classroom and be seated promptly. Students should not be opening or closing windows, blinds or walking around. Students will be in their seat and on task when the bell begins to ring, otherwise they will be issued an unexcused tardy. Students will have their materials in class when the bell rings. (May not leave class to get materials).
2. If the student remains to speak with a teacher after class who has not initiated the conference, that student will be issued an unexcused tardy.
3. All classes will begin with a prayer. Students will be held accountable for respectful silence during prayer and announcements.
4. Students may not engage in any activity which prevents the teacher from teaching or another student from learning.
5. Homework assignments must be ready to be handed in at the beginning of class. Students may not complete unfinished assignments during class time unless the teacher so advises.
6. No food or drink in the classroom (except for curricular related events approved in advance by appropriate administrator). No gum chewing, no reminders.
7. All uniform regulations will be enforced. No grooming in class.
8. Students may only leave class for emergency and then only one at a time and with hall pass.
9. No disrespect, foul language or violent behavior will be tolerated.
10. Students will not be allowed to leave trash or litter anywhere on the campus.
11. Vandalism and graffiti will not be tolerated. Instances of vandalism and graffiti may result in suspension or expulsion.
12. The school's policy on cheating will be consistently enforced at all times.
13. Students will not sit on top of desks or tables, or put their feet on desks or seats.
14. Articles on or near the teacher's desk are not to be touched or removed without permission.

C. REMOTE LEARNING (ZOOM)

1. Behavior During Zoom Sessions: Please understand that while we are not physically in school, the Parent/Student Handbook still applies. When on ZOOM you must show respect to teachers and students at all times. Also you must wear appropriate clothes when entering the virtual classroom. All joking, insults and misbehavior will be reported to the Dean of Students, and you will be removed from the virtual classroom. A conference with Parents, Student and the Dean of Students will be required and the student will be placed on Strict Probation

2. Zoom - Online Classroom Etiquette

1. Sit at a table or desk in a well lit, distraction-free, quiet environment during zoom sessions.
2. Login into every session using your full first and last name.
3. Be on time for class. Join your zoom session early - up to five minutes before the meeting start time to test your audio and video connections.

Please take care of your personal needs (appropriate dress, basic hygiene, eating, etc.) prior to entering a Zoom classroom.

5. Make sure your video is on. Important: If your device camera capabilities are compromised (broken) please inform your teacher in advance of the zoom session. Your teacher will notify the counseling department who will follow up with you and your parents/guardians to support.
6. Please keep your audio on mute until it is your turn to speak. This will help to limit background noise.
7. Consider using a headset with an external mic for best hearing and speaking capabilities.
8. Close unneeded applications on your computer to optimize the video quality.
9. Conduct yourself respectfully during each zoom session and follow the directions given to you by your teacher.

D.HALLWAY BEHAVIOR

- 1.No bouncing or throwing of balls or other objects.
- 2.No food or drink.
- 3.No loud talking or screaming.
- 4.No pushing, shoving, running or jumping.
- 5.No slamming of lockers.
- 6.Stay to the right when possible.

E.MASS/ADORATION/ASSEMBLIES BEHAVIOR

- 1.No excessive or disruptive talking
- 2.Must be respectful
3. Follow staff instructions for seating arrangements

F.LEVELS OF DISCIPLINARY ACTION

There are various levels of disciplinary action that can be taken by the school to address disciplinary problems. The Dean of Character & Discipline and the Principal reserve the right to determine the level of disciplinary action taken by the school in dealing with disciplinary matters.

1.DETENTIONS

No student shall be required to remain in the classroom during any recess or lunchtime. Detention before or after school hours is considered an appropriate means of discipline. A student shall not be detained in school for disciplinary or other reasons for more than one hour after the close of the school day.

The school must give a notice of the detention to the parents/guardians verbally by phone, in writing (hard copy or electronic), or in person during a conference. Under no circumstances shall a student be detained at school without the knowledge of the parents/guardians, who should also be informed of the reason for detention and the exact time the period of detention will begin and end.

A.TEACHER'S DETENTION

A teacher may request a student to report before or after school for up to a maximum of thirty minutes. Students who fail to report to a teacher detention will be assigned a dean's detention. Failure to bring a violation slip with parent signature to teacher detention will result in an absence from detention and the assignment of a dean's detention.

B.DETENTION SLIP

Violation slips may be issued by administrators, faculty or staff. Failure to bring a violation slip with parent signature to dean's detention will result in an absence from detention and the assignment of a Saturday detention.

C. DEAN'S DETENTION

A student may be issued an after school detention (3:00 PM - 4:00 PM) for violation of school rules. A dean's detention is viewed as the continuation of the instructional day and therefore takes precedence over transportation concerns, student jobs, athletics, and all co-curricular activities, etc. Failure to report to a dean's detention is considered a serious infraction and the student will be assigned a Saturday detention.

Causes for receiving a teacher or dean's detention include but are not limited to:

1. Eating or drinking in indoor areas not designated for this purpose
2. Chewing gum or sunflower seeds on school premises.
3. Students loitering inside the school buildings during break and lunch.
4. Littering on campus.
5. Student out of class without a pass.
6. Possession of personal audio or visual equipment on campus.
7. Gang or "tagger" style writing on school work, books or property. Possession of permanent marking materials is not allowed without school permission.
8. Tardiness to class.
9. Student in violation of the appearance/dress code.
10. Possession of disruptive electronic device on campus.
11. Distribution or posting of flyers, pamphlets or any material not approved by the activities director.
12. Presence in an unauthorized area at an unauthorized time.
13. Unauthorized fundraising or selling of products on campus or at off campus school activities.

D. SATURDAY DETENTIONS

Serious or repeated violations of school rules and/or policies or failure to appear to a dean's detention will result in a Saturday morning detention. Students serving Saturday detention must arrive on time and be dressed in the school uniform. Failure to report to a Saturday detention is a very serious matter which will be referred to the Dean of Character & Discipline for further action which may include immediate suspension and/or disciplinary probation. Parents who do not pick up their students in a reasonable amount of time will be charged the Supervision fee.

2. REFERRALS

A student whose conduct is not corrected by parent-teacher efforts will be referred to the Dean of Character & Discipline. Any serious violation will result in that student being referred to the Dean of Character & Discipline immediately. Causes for receiving a referral include those listed above for detentions, which go uncorrected, and any other violation considered sufficiently serious by the dean.

3. REPEATED MINOR INFRACTIONS

A student who consistently receives detentions for minor infractions without showing signs of improvement contributes to the overall erosion of discipline and the lack of an educational environment truly conducive to building community and learning. Students who receive more than five detentions in a given semester will be liable to serious disciplinary action by the dean's office (usually a suspension, parent conference, and probation).

4. SUSPENSION

Suspension is the denial of the right of class attendance for a stated period of time. A conference with the dean, student and parent(s) is mandatory before the suspension is lifted. A period of probation, established by the Dean of Character & Discipline, will follow a suspension. Suspensions cannot be appealed.

Causes for Suspension include but are not limited to the following:

1. Fighting.
2. Truancy.
3. Racing or driving cars at excessive speeds in and around the school grounds.
4. Throwing of food, water balloons, or other objects, or contributing to the disruption of the school's environment.
5. Use of falsified/forged notes, hall passes or forms, including ID cards.
6. Possession of pornographic materials.
7. Cheating.
8. Tampering with or any misuse of bathrooms.
9. Harassment
10. Five or more unexcused tardy in a given semester.
11. Third violation of the appearance/dress code.
12. Any violation listed under detentions, probation and strict probation above which the dean feels merits suspension as part of the punishment.
13. Possession of tobacco or tobacco/nicotine related paraphernalia on campus.

IN-HOUSE SUSPENSION

For less serious infractions, PMA reserves the right, at the school's discretion, to impose In-House Suspension. In-House Suspension is designed to give the student the opportunity to stay connected with the school by the classroom teacher.

House Suspension is designed to give the student the opportunity to stay current with the content in the classes they are enrolled. Work from their classes, including quiz' and tests, may be sent to the In-House Suspension room. As with traditional suspension, no schoolwork credit is earned for suspension days. Failure to show up for an assigned In-House Suspension will jeopardize the student's enrollment status at PMA.

5.DISCIPLINARY PROBATION

Disciplinary Probation is a restriction from participation in school activities and privileges. The Dean of Character & Discipline determines the extent to which the probated student may participate in any school activity or privilege. Students may be restricted from holding and/or participating in ASB offices, sports, cheer, flags and from any clubs and/or activities, normally for one to four weeks but possibly for the semester or year depending on the violation. Senior citizenship contract for seniors or second semester juniors will last for the entire senior year. If a student is on disciplinary probation twice during the school year, the student's enrollment status for the next school year will be evaluated regardless of whether or not the terms of the probation are violated. Violation of disciplinary probation may lead to strict probation, withdrawal or expulsion.

Causes for disciplinary probation include but are not limited to the following:

- 1.Lying.
- 2.Cheating/Plagiarism.
- 3.Insubordination.
- 4.First truancy or "ditching"
- 5.Ineligible extra-curricular attendance.
- 6.Possession of morally offensive material.
- 7.Inappropriate public displays of affection (PDA)
- 8.Excessive detentions and/or repeated offenses, even of a less serious nature.
- 9.Harassment
- 10.Lack of respectful and dignified conduct at religious services.
- 11.Use of profanity or vulgarity.
- 12.Any other action not listed above considered sufficiently serious by the Dean of Character & Discipline.
- 13.Fourth unexcused tardy in a given semester.
- 14.Sixth violation of the appearance/dress code in a given year.
- 15.Exclusive and inappropriate romantic relationships.
- 16.Academic probation violation.

6.STRICT PROBATION

Strict probation is a more serious form of disciplinary action imposed by the school. Strict probation indicates that the PMA community will no longer tolerate a student's behavior and that one more offense or dean's detention may result in the student's expulsion. Students on strict probation may NOT hold ASB office, class/club offices or participate in any extracurricular activities, including sports, drama, newspaper or yearbook production, etc. and may have other privileges denied as specified by the Dean. **The type and length of probation is determined by the gravity of the offense.** Seniors citizenship contract for seniors or second semester juniors will last for the entire senior year. When a student is placed on strict probation a conference with the student, parents and Dean is required or a letter is sent certified mail. Parents and students may be asked to sign all strict probation agreements if they wish the student to remain in school.

Violations of the terms of strict probation may result in withdrawal or expulsion. If a student is on strict probation one or more times during a school year, the student's enrollment status for the next school year will be evaluated regardless of whether or not the terms of the strict probation are violated.

Causes for Strict Probation include but are not limited to the following:

- 1.Violation of conditions of disciplinary probation.
- 2.Second truancy in one year.
- 3.Defiance of school personnel. Disrespect for faculty, staff, students or others.
- 4.Forging or using forged notes, or any school form.
- 5.Possession of tobacco or any form of tobacco/nicotine product or paraphernalia, including electronic smoking devices, on the school premises or at a school-related event.
- 6.Stealing.
- 7.Participating in a food fight.
- 8.Fighting.
- 9.Use of extreme profanity or vulgarity.
- 10.Second harassment
- 11.Fifth unexcused tardy in a given semester.
- 12.Ninth violation of the appearance/dress code in a given year.
- 13.Any action not listed above considered sufficiently serious by the Administration.

7.EXPULSION

Students can be expelled from the school for violating a probation contract, continued non-compliance with school

regulations or any infraction listed below.

Causes for expulsion may include but are not limited to:

1. Adopting or professing a morality of lifestyle in conflict with the Catholic philosophy of the school.
2. Hazing.
3. Possession of harmful materials such as fireworks or other combustible materials.
4. Cutting, defacing or otherwise injuring in any way, the property real or personal, belonging to the school, staff or fellow students. Parents/students are financially liable for damage to school property whether intentional or accidental.
5. Fighting, or causing physical harm to another or threatening to cause physical harm to another, assault or battery or any threat of force or violence directed toward anyone on or off campus.
6. Encouragement of illegal and unauthorized demonstrations.
7. Violation of the conditions of admissions letter, disciplinary probation, strict probation or suspension.
8. Suspension while on probation.
9. Any activity on or off campus injurious to the good name and reputation of PMA.
10. Gangs: Membership or involvement in, or association with, a gang or group that is responsible for coercive or violent activity is grounds for expulsion.
11. Graffiti: Defacing school property with graffiti is grounds for expulsion. Restitution must be made.
12. Any words or actions of a racist nature.
13. Arriving at school or any school function having previously used drugs or alcohol or in a manner that indicates prior use of drugs or alcohol.
14. Possession, consumption or sale of narcotics, alcohol or other intoxicants on campus, at school functions or any event under school supervision.
15. Possession of harmful weapons on campus or at school related events.
16. Insult or profanity or vulgarity or assault or battery or threat of force or violence directed toward a teacher or staff member of PMA. This includes such action by any student's parent, stepparent, guardian or other family member who insults or abuses a teacher, staff member, administrator or school official.
17. Theft of school or student property (parents will be held financially responsible).
18. Theft of or tampering with a teacher's grade or attendance records, keys, test manuals or other belongings.
19. Tampering with fire alarms or extinguishers, or setting fires of any kind.
20. Chronic truancy. (Third truancy or more in one year)
21. Chronic tardiness. (Sixth unexcused tardy or more per semester)
22. Chronic appearance/dress code violations (Ten or more in one year)
23. Unauthorized opening, tampering or misuse of any school locker.
24. Being the means through which violence from outside sources is brought on campus in such a way that it poses an immediate threat to other students.
25. Any pattern of harassment of others. Three or more instances unless first or second are serious enough to warrant expulsion.
26. Illegal or unethical use of the Internet through the school computer system.
27. Three (3) semesters below 2.0 grade point average (Summer School is considered a semester.)
28. Three or more semester F's in a single year.
29. By the end of the academic year (June) no more than 2 D's or F's or combinations of the two are in need of being made up.
30. Chronic tuition suspension (more than two times in one academic year.)
31. Any infraction considered sufficiently serious by the principal.

NOTE: A student accused of a serious wrongdoing can be placed on a home study program pending the outcome of an investigation.

8. DISCIPLINE REVIEW BOARD

The Discipline Review Board normally consists of at least 5 voting faculty members and/or administrators. A student who must appear before the Board is immediately suspended and sent home pending the Board meeting (at which at least one parent or guardian must be present). Before the Board takes place, the Dean of Character & Discipline will make every effort to contact the parent(s) and/or guardian(s) involved and explain the procedures of the Board. Only parents and/or legal guardians may be present before the board. The Board is convened as soon as possible after the infraction at the convenience of the school. This board will recommend what action is to be taken by the school (in serious cases where culpability is clear, this usually means strict probation or immediate expulsion).

During the process of the Board, the school reserves the right to question any students who are involved in or who have knowledge of the specific case under review and the students may be asked to write a statement. Such questioning and/or the writing of a statement can take place without the presence of the student's parents. Only students who are charged with an infraction of school rules have the right to have a parent/guardian present during the discipline board.

Routes to the Discipline Board:

Route 1. Parent appeals decision of Dean of Character & Discipline and/or Principal to the Board. Parent has forty-eight (48)

hours after notification to request appeal.

Route 2. The Dean and/or Principal send a student and case to the Board to consider serious discipline infraction. Board makes a recommendation to Principal.

Only expulsions of the Board may be appealed to the Principal who should not be contacted until the Board has made its decision. Parents appealing a Board decision must present concrete, objective reasons for their appeal.

The Discipline Board is composed of the following members:

1. Assistant Principal (Permanent voting member and Chairperson)
2. Dean of Character & Discipline (Permanent non-voting member)
3. Two Faculty Members with votes (chosen by the faculty each year)
4. One Faculty Member with vote (appointed by the Principal)
5. One Faculty Member with vote (elected by the Student Council for the academic year)

Discipline Board Format:

1. Overview of Case - by Dean (5 minutes)
2. Questions by Parent(s) (15 minutes)
3. Questions by Committee Members (10 minutes)
4. Parent(s) and student are excused from the room.
5. Members consult and vote.
6. Decision: parents will be called next day.

Points to be considered when a decision is appealed:

1. Was the decision or action in accord with the Parent/Student Handbook?
2. Was the decision or action fraudulent?
3. Did the Principal and Dean or Discipline Board act arbitrarily?
 - a. Did the Principal and Dean or Discipline Board have rules and criteria by which it reached its decision?
 - b. Did the Principal and Dean or Discipline Board follow its own rules and criteria?
 - c. Does the action or decision have a basis in reason, or in other words, a reasonable basis? The test to be employed in the application of this criterion is whether responsible people, acting in a thoughtful manner, could reasonably have reached the same decision and not whether others might personally believe the decision.

9. SCHOOL'S RIGHT TO SUSPEND OR EXPEL

PMA's failure to invoke its right of suspension or expulsion on one occasion for the occurrence of a matter constituting a basis for discharge shall not affect the right of PMA to invoke discharge when the same or a different basis for suspension or expulsion arises at a later date.

F. ACTIONS/ATTITUDES OF PARENTS/GUARDIANS OR OTHERS

The son or daughter of any parent, guardian, or other person who upbraids, insults, or abuses any student, teacher, staff member or administrator of the school is eligible for withdrawal from the school. If the person is insulted or abused by any person on school premises, in public ways adjacent to the school or at another place where the person is assigned, the abuser's son or daughter is eligible for withdrawal. Under normal circumstances a student is not to be deprived of a Catholic education on grounds relating to the actions/attitudes of parents; it is recognized, however, that a situation could arise in which the uncooperative or disruptive attitude of parents might so diminish the effectiveness of the education process that continuation of the student in the school may be impossible. Parents whose behavior at school activities (especially athletic activities) is not consistent with the Catholic Christian philosophy of the school may be asked by the principal or another administrator to refrain from such behavior. Repeated refusal to comply with such requests may result in removal of student from school. (See Code of Christian Conduct for Students and Parents)

G. HARASSMENT

In accord with the Catholic Church's respect for the dignity of each individual, St. Pius X-St. Matthias Academy is committed to provide a safe and comfortable learning environment that respects Christian values and is free from harassment, bullying or hazing in any form. Harassment, bullying or hazing of any student by any other student, lay employee, religious, clergy, or school volunteer is prohibited. The school will treat allegations of any such conduct seriously and will review and investigate such allegations in a prompt, confidential and thorough manner. This policy shall be communicated clearly to faculty, staff, volunteers, parents or guardians, and students.

Substantiated acts of harassment, bullying or hazing by a student will result in disciplinary action up to and including dismissal of the student. Students found to have filed false or frivolous charges will also be subject to disciplinary action up to and including dismissal.

Harassment occurs when an individual is subjected to treatment or a school environment that is hostile or intimidating. It includes, but is not limited to, any or all of the following:

Verbal harassment Derogatory comments and jokes; threatening words spoken to another person

Physical harassment Unwanted physical touching, contact, assault, deliberate impeding or blocking movements, or any

Physical harassment includes physical touching, contact, assault, deliberate impeding or blocking movements, or any intimidating interference with normal work or movement

Visual harassment Derogatory, demeaning or inflammatory posters, cartoons, written words, drawings, and gestures

Sexual harassment Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.

Bullying/Cyber-bullying

Bullying is the habitual harassing, intimidating, tormenting, browbeating, humiliating, terrorizing, oppressing and/or threatening of another person. Bullying typically consists of direct behaviors, such as teasing, taunting, threatening, hitting, shoving, and stealing that are initiated by one or more students against a victim or victims. In addition to direct attacks, bullying may also be indirect, such as spreading rumors that cause victims to be socially isolated through intentional exclusion. Whether the bullying is direct or indirect, the key component of bullying is physical or psychological intimidation that occurs repeatedly over time to create an ongoing pattern of harassment and abuse.

Students also may be involved in cyberbullying, which occurs when they bully each other using the Internet, mobile phones or other cyber technology. This can include, but is not limited to:

- Sending inappropriate text, e-mail, or instant messages
- Posting inappropriate pictures or messages about others in blogs or on websites
- Using someone else's username to spread rumors or lies about someone

Hazing

Hazing is any method of initiation or preinitiation into a student organization or student body or any pastime or amusement engaged in with respect to these organizations which causes, or is likely to cause, bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm, to any student or other person.

Responsibilities of the School and Students

It is the responsibility of the school to:

1. Establish practices and provide staff development training and age-appropriate information for students, designed to create a school environment free from discrimination, intimidation or harassment
2. Make all faculty, staff, students, parents or guardians, and volunteers aware of this policy and the commitment of the school toward its strict enforcement
3. Remain watchful for conditions that create or may lead to a hostile offensive school environment

It is the student's responsibility to:

1. Conduct himself or herself in a manner that contributes to a positive school environment
2. Avoid any activity that may be considered discriminatory, intimidating, harassing, bullying or hazing
3. If possible, inform the other person(s) that the behavior is offensive and unwelcome
4. Report all incidents of discrimination, harassment, bullying or hazing to the Principal, Dean of Character & Discipline or teacher
5. As appropriate, the students involved may be asked to complete a formal, written complaint which will be investigated thoroughly and will involve only the necessary parties; confidentiality will be maintained as much as possible

H.ASSAULT, BATTERY OR THREAT

The school will take all student threats seriously, including those from students that threaten to inflict serious harm to themselves or others or to destroy property. Whoever hears or becomes aware of any threat made by a student should immediately report it to the pastor, the principal, or a teacher. The principal should notify the police and the Department of Catholic Schools immediately.

The student who has made the threat will be kept in the school office under supervision until the police arrive. The parents/guardians of the student who has made the threat will be notified by the school. Any student or adult who has been identified as a potential victim, or mentioned in writing as a potential victim, should be notified immediately.

The student who has made the threat shall be suspended until the police and school investigation has been completed, and at that time the student may face other disciplinary sanctions, up to and including removal from school.

The school will take all actions of a threatening nature seriously, including practical jokes or offhand comments, and the school will investigate them. The school may suspend or remove a student from school while the investigation is pending.

On a case-by-case basis, the principal will make any decision to re-admit a student who has made a threat after a review and recommendation of the disciplinary review board. This student threat policy shall be communicated clearly to students, parents/guardians, faculty, staff, and volunteers.

All threats by students to inflict serious harm to self or others, or to destroy property, will be taken seriously. Whoever hears or becomes aware of any threat made by a student should immediately report it to the pastor, principal, or a teacher.

Assault, battery or any threat of force or violence directed toward any school personnel or student is one of the offenses for

threat, battery, or any threat or force or violence directed toward any school personnel or student is one of the offenses for which a student may face expulsion or suspension. When we become aware of any threat of force or violence directed toward any school personnel or student, the following steps are observed:

1. Student is removed from the classroom
2. Student's backpack, personal belongings, locker, and vehicle (if applicable) are searched
3. Parent is notified
4. Police are notified
5. Student suspended from school until an investigation is conducted
6. Investigation ensues
7. Disciplinary Review board convenes and makes a recommendation to the principal.
8. Decision is reached

Procedures are followed to insure the safety and welfare of all students and staff. **Careless speech in society can be harmful and have significant effects on the speaker and on the listener.** All cases of indiscriminate speech involving threats will be treated in a responsible Christian manner with compassionate and just decisions which insure a safe learning environment.

The ramifications of using indiscriminate speech involving threats should be discussed in the home. Threatening to bring a weapon to school can be treated no differently than when anyone uses the word "bomb" in an airport. All threats are taken seriously in the context of our society and to provide safety within that society.

I. STUDENT LOCKERS & FACILITY USE

At the beginning of the school year, a locker is assigned to each student. Lockers are the property of the school and their use is a privilege granted to the student by the school. It is the proper function of school authorities to inspect lockers at their own discretion. Students may not change lockers or use another student's locker without expressed permission of the Dean of Character & Discipline. Lockers must always be neat and in a usable condition. **Stickers and decals are not permitted on or in the lockers.** Students are held responsible for all damages and defacing of their assigned lockers. No unauthorized locks are permitted on school lockers. School locks must also be used on PE lockers. All other locks will be removed. Lock lockers securely. Do not leave locks in set positions. **The school is not responsible for any items that are missing, damaged, or stolen from PMA lockers.**

Chaste behavior and modesty in dress and deportment is expected at all times on school property and at school events. All students, staff, faculty, and visitors are to observe modesty when using changing facilities, locker rooms, showers, and restrooms and may only use facilities that conform to the individual's biological sex. The latter policy applies in any state of undress in front of others.

J. SCHOOL SEARCHES

To ensure that school campuses remain safe for students searches for drugs and weapons are conducted by necessity without warrants. In the process of teaching and training students, school administrators have a responsibility of protecting the health and safety of pupils and maintaining order on the school premises and at school activities. In discharging this duty it may be necessary for the administrator to conduct searches. The perimeters of the campus extend to student automobiles for search purposes.

The possessions of students in a given classroom or area may be searched when the theft of another student's belongings are reported before the end of a class period.

Students' legitimate expectation of privacy in their person and in the personal effects they bring to school must be balanced against the school's obligation to maintain discipline and provide a safe environment for the school community. School officials may conduct a search of a student's person and personal effects only upon a reasonable suspicion that the search will disclose evidence that the student is violating or has violated the law or a school rule.

If school officials have a reasonable suspicion that the student has violated or is violating the law or a school rule, school officials do not need a warrant or permission from parents/guardians to conduct the search.

A "reasonable suspicion" may be established in many ways, including but not limited to personal observations, information provided by third parties or other students, or tips provided by law enforcement. An alert from a trained and certified detection dog is sufficient to establish a reasonable suspicion and serve as the basis for a warrantless search of the student's person, locker, car, or personal property and effects.

Whenever a school official conducts a search of a student's person or personal effects, an adult witness should be present. The school should notify the student's parents/guardians of any search of a student's person or personal effects.

Expectations of Privacy

A student does not own a locker or other school property. The school makes lockers available to the student. The student does have some expectation of privacy in his or her locker from other students. However, a student does not have a high expectation of privacy in his or her locker from the school and may not prevent school officials from searching the locker if the school official has a reasonable suspicion that the student has violated or is violating a law or school rule.

A student has a greater expectation of privacy regarding his or her person and personal effects. A school official who

A student has a greater expectation of privacy regarding his or her person and personal effects. A school official who conducts a search of a student's backpack, purse, clothing, footwear, cell phone, or other personal effects must have a reasonable suspicion that the student has violated or is violating a law or school rule. Strip searches or searches that include a student's underwear may only be conducted by law enforcement and may not be conducted by a school official.

Every student is subject to the Acceptable Use and Responsibility Policy for Electronic Communications ("Archdiocesan AUP") and Archdiocese of Los Angeles Privacy Policy of the archdiocese and school; these types of policies concern cell phones and other electronic devices, whether the devices belong to the student or the school.

Student Cooperation

If a student refuses to cooperate in a reasonable search of school or student property (including electronic devices), the school may call the student's parents/guardians and/or the police for assistance or referral.

K.CONFISCATION OF STUDENT PROPERTY

Teachers have the right to confiscate and destroy notes and other papers of the student if such papers are interfering with the learning process of the classroom. Teachers may confiscate books and other materials from a student if the student is using them in a way which distracts from the learning process.

All electronic devices, including but not limited to: iPods, tablets, video cameras, radios, musical devices, earphones, cell phones, caps, book bags or notebooks with gang-like writing on them, all communication devices, text message units, and clothing items in violation of dress code will be confiscated by the dean and held for the remainder of the year. Students may retrieve these items during the last week of school. Any item not retrieved at that time will be given away to charity.

The following items will be confiscated by the dean and disposed of: matches, markers, water guns, dice, pornography, firecrackers, alcohol, fake weapons, laser scopes, and illegal substances and weapons. (The latter three may be given to the police.)

If any of the student's items are confiscated, the person in charge should document the confiscation and when possible, take a photograph of the place where the confiscated object was found and of the object itself. It is also recommended that the school obtain a signature from the student acknowledging that the item was in his or her possession at the time it was found.

L.COMMUNICATION DEVICE/CELL PHONE POLICY

All communication devices, text message units, cell phones, electronic tablets and laptop computers are on the list of student property that can be confiscated by the dean and not returned until the last week of school. Cell phones and laptop computers etc. can be returned sooner to parents who come to the office to pick them up, pay a \$25 fine for the first offense. The second offense will result in a \$50 fine. Three or more offenses will result in no return until June.

Cell phones may be brought to a school class or activity under the following conditions:

1. Phones must be kept in the OFF position and out of public view from when school begins until the end of the school day.
2. No cell phones may be used for picture taking, unless specific permission is granted by teacher or facilitator.
3. No harassment or threatening of persons via the cellphone is permitted.
4. Cell phones may not be used for game playing, gambling or making purchases of any kind.
5. Cell phones may not be used in any of the buildings or on campus during school hours at any time without specific granted permission from a faculty or staff member.
6. When these devices disrupt classroom instruction time and the culprit does not admit guilt or is not detected by the teacher, the dean can confiscate the cell phones of all students in the vicinity of the disruption even though their phones may have been hidden and turned off.
7. Those who violate any of the rules regarding cell phones may forfeit their privileges of bringing them to school.
8. Cell phones are not to be used for academic work on campus.

9. Headphone/Earbuds Policy

Students are to abstain from using headphones/earbuds in communal areas on campus in an effort to improve school culture and community engagement. Students are not to have headphones/earbuds in or on ears unless they are attached to a computer for learning purposes within classrooms.

M.SCHOOL-WIDE ANTI-SMOKING/VAPING POLICY

PMA is a smoke-free/tobacco-free campus. No smoking/vaping etc. is allowed.

PMA recognizes that the use of tobacco products is a health, safety, and environmental hazard for students, employees, visitors, and school facilities. The administration believes that the use of tobacco products on school grounds, in school buildings and facilities, on school property or at school-related or school-sponsored events is detrimental to the health and safety of students, staff and visitors.

No student shall be permitted to possess a tobacco product while in any school building; while on school grounds or property; or at any school-sponsored or school-related event, or at any other time that students are under the authority of school personnel.

For the purposes of this policy, the following definitions have the following meanings:

1) "Electronic Smoking Device" means any electronic device, the use of which may resemble smoking, which can be used to deliver an inhaled dose of nicotine or other substances to the user. "Electronic Smoking Device" includes any such electronic smoking device, whether manufactured, distributed, marketed, or sold as an electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe, electronic hookah, vape pen or any other product name or descriptor.

2) "Smoke or Smoking" means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, or pipe, or any other lighted or heated tobacco or plant product intended for inhalation, including hookahs and marijuana, whether natural or synthetic, in any manner or in any form. "Smoking" also includes the use of an electronic smoking device which creates an aerosol or vapor, in any manner or in any form.

3) "Tobacco Product" means:

(a) Any product containing, made, or derived from tobacco or nicotine that is intended for human consumption, whether smoked, heated, chewed, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, including, but not limited to cigarettes, cigars, little cigars, chewing tobacco, pipe tobacco, snuff;

(b) Any electronic smoking device that delivers nicotine or other substances to the person inhaling from the device, including, but not limited to an electronic cigarette, cigar, pipe, or hookah;

(c) "tobacco product" includes any component, part, or accessory of a tobacco product.

4) "Tobacco use" means smoking, chewing, dipping, or any other use of tobacco products, including electronic smoking devices.

Violations of this policy will result in disciplinary action.

N. PUBLIC DISPLAYS OF AFFECTION (PDA)

The school community must be inclusive of ALL people. Public displays of affection (hugging, kissing, cuddling, sitting on laps, etc.) prohibits others from being included in a deeper relationship with God through you. Public displays of affection lets others know that you are only interested in your own feelings with another person and not interested in growing with Christ through them. All students are asked to respect and honor each other as brothers and sisters in Christ by abstaining from such displays of affection.

O. BIRTHDAY PARTIES

Birthday parties on campus are permitted. Any gifts, balloons, flowers, edibles, etc. that are delivered to the school for a student or presented to a student while the student is entering campus will be held in the main office until the end of the school day at which time the student may claim his/her items and take them home. Birthday locker decorations may be in place for 2 days during the week of the student's birthday.

P. EXTENDED SCHOOL DAY

PMA reserves the right to extend the school day for necessary reasons. Examples may be an emergency situation, certain disciplinary reasons, an unclean campus, etc. With student cooperation, such extensions of the school day should be minimal.

Q. STOLEN PROPERTY

PMA is not responsible for stolen or lost property.

R. AFTER SCHOOL AND OFF CAMPUS

PMA does not and cannot supervise students after school off campus (local parks, etc.). On-campus supervision ends at 3:30pm.

While we cannot supervise off campus after school non-official activities, students are still held accountable for any misbehavior that may occur (e.g. drinking, fighting, smoking, sex, etc.).

PMA cannot be responsible for students arriving before and after the regularly scheduled classes. Students who loiter on campus outside the usual hours may be subject to disciplinary action, including being asked to withdraw from school.

S. INSURANCE

The Student Accident Insurance Program is provided for all students in Archdiocesan and parish high schools. This program assists only with medical expenses incurred because of accidental bodily injury sustained by students while attending school, while traveling to or from school, or while participating in a solely school-sponsored and supervised activity.

T.TRANSPORTATION

Students driving to school must park on campus in the student parking lot. Students are to observe all city posted signs regarding parking. Students are not to park in the staff parking lot.

Students are to observe all driving laws and any reckless or careless driving of vehicles observed in the immediate vicinity of the school will be subject to disciplinary action. Out of respect for those living on or near the campus, students are asked not to play their car radios/stereos loudly in the parking lot or while parked anywhere near the boundaries of the campus.

Students are not permitted to go to their cars during the day unless they have permission from an administrator.

The use of open-bed trucks to transport student is forbidden to all students and staff of the school. Serious consequences will follow for anyone involved.

Speeding in the vicinity of the school constitutes dangerous driving and makes a student liable for disciplinary action.

Rollerblades and skateboards are not to be ridden on the school premises, walkways, blacktop, and lunch areas or in the school buildings. Bicycles are to be parked in designated areas.

PMA wishes it to be understood that transportation of students to and from practices off the school grounds is the sole responsibility of the parents. It is also the sole responsibility of the parents to allow their sons/daughters to be driven to practice by another parent or student of the school. This transportation is done on a totally voluntary basis and is in no way connected with the program of the school. The school is not responsible for the behavior of students providing rides to school. Parents of students who drive other students are highly encouraged by the school to make sure that:

- 1.The car is properly insured
- 2.The car is properly serviced and in good running condition
- 3.All safety and driving laws are followed to the letter.

Parents who drop off their child at school are asked to follow all posted safety signs and the published drop-off instructions accordingly.

U.SENIOR PRIVILEGES

Privileges are earned not by age or status but by leadership and exemplary behavior. Privileges may be taken away from individuals because of disciplinary infractions. A class "ditch day" will result in the loss of some or most privileges for the whole class. Examples of Senior privileges that may be withheld follows but is not limited to:

- 1.Senior line in the cafeteria
- 2.Special dress on approved days. □
- 3.Birthday celebrations during lunch. Food, gifts, flowers, balloons, etc. stored in main office before and after lunch. Seniors are responsible for clean up.
- 4.Attendance at Grad Nite is a privilege that can be taken away on the Citizenship Contract for Seniors. Seniors who do not submit copies of all college acceptance letters and college scholarship letters to the senior counselor by the second Friday of May also lose the privilege of Grad Nite.

Chapter-11

PARENT-STUDENT POLICIES AGREEMENT FORM

Please sign the [2020-2021 PARENT-STUDENT POLICIES AGREEMENT FORM](#)

Electronic Signature is required.

