

St. Columban School

Parent/Student Handbook

St. Columban School
896 Oakland Road
Loveland, OH 45140
www.saintcolumbanschool.org

Phone (513) 683-7903
Fax (513) 683-7904

Updated June 10, 2011

TABLE OF CONTENTS

TABLE OF CONTENTS	2
BASIC BELIEFS	4
INTRODUCTION FOR PARENTS.....	4
MISSION STATEMENT.....	4
SCHOOL'S BELIEF STATEMENT.....	4
AIMS AND OBJECTIVE.....	5
SPIRITUAL DEVELOPMENT.....	5
ATTENDING ST. COLUMBAN SCHOOL	6
REGISTRATION.....	6
NEW STUDENTS.....	7
NON-DISCRIMINATION POLICY.....	7
SCHOOL TUITION POLICY.....	7
STANDARDS OF BEHAVIOR	8
COURTESY.....	8
DISCIPLINE.....	8
DETENTION.....	9
SUSPENSION.....	9
PROBATION.....	10
EXPULSION.....	10
STUDENT PROPERTY INSPECTION.....	10
ENFORCEMENT OF DISCIPLINE.....	11
DRESS CODE	12
DRESS AND PERSONAL APPEARANCE.....	12
SCHOOL UNIFORM.....	12
MISCELLANEOUS POINTS FOR BOYS AND GIRLS.....	12
GYM UNIFORM.....	13
OUT OF SCHOOL UNIFORM.....	13
COMMUNICATION	14
SCHOOL-TO-PARENT COMMUNICATION.....	14
PARENT-TO-SCHOOL COMMUNICATION.....	14
CUSTODY.....	14
PARENT-TEACHER CONFERENCES.....	14
EMERGENCY CLOSING.....	15
PHONE CALLS.....	15
SCHOOL OFFICE HOURS.....	15
SCHOOL VISITORS.....	15

HEALTH AND SAFETY	16
PREGNANCY POLICY	17
FIRE DRILL	17
TORNADO DRILL.....	17
SHELTER IN PLACE.....	17
LOCK DOWN/EVACUATION.....	17
DAY TO DAY CONCERNS.....	18
SCHOOL DAY.....	18
TRANSPORTATION POLICIES	18
PARKING.....	19
OTHER TRANSPORTATION.....	19
ATTENDANCE	19
UNEXCUSED ABSENCES.....	19
EXTRACURRICULAR ACTIVITIES	20
PARTIES	21
FIELD TRIPS	21
LOST AND FOUND	22
CAFETERIA	22
BOOK BAGS	22
TEXTBOOKS.....	22
HOMEWORK.....	22
P.T.O.....	23
VOLUNTEERS.....	23
EVALUATION.....	24
REPORT CARDS.....	24
GRADING	24
INTERIM REPORTS.....	24
HONORS.....	24
GRADUATION.....	25
TESTING.....	25
PROMOTION/PLACEMENT/RETENTION.....	25
BEYOND THE CLASSROOM.....	26
LIBRARY.....	26
TECHNOLOGY	26
SPECIAL SERVICES.....	27
IN CLOSING.....	29
RIGHT TO AMEND	29
CONCLUSION	29

BASIC BELIEFS

INTRODUCTION FOR PARENTS

This handbook has been prepared to provide information for parents regarding the philosophy and procedures at St. Columban School. The education of children begins the day they are born. Their entrance into school is not the beginning of their education but the continuation of it. Parents have the first right and obligation in the education of their children. The teachers, professionally educated in the psychology of learning and techniques of teaching, wish to assist parents in this all-important work.

The school is usually one of the first experiences of Christian community that children have outside the family. The respect, communication, and cooperation that parents, teachers, and administrators exhibit among themselves should, therefore, model Christian community for children. Equally important are the respect, communication, and cooperation shown toward and expected from children as part of that community.

Parental attitudes toward the parish school and their respect for individual teachers are normally absorbed and reflected by children. Only if children perceive this mutual respect as a shared authority of parents and teachers will they be able to participate positively in their education.

We hope that this handbook, prepared by parents, faculty, and the administration will help to foster cooperation between home and school. Parents are asked to study this handbook *with their children* and to keep it at hand for reference.

MISSION STATEMENT

St. Columban School, in partnership with the Catholic faith community of St. Columban Parish, strives to share the love of God by living the Gospel of Jesus Christ. Through an enriching and challenging learning environment, we nurture students so that they will become creative problem solvers and compassionate, confident life-long learners, who will make a difference by serving others.

SCHOOL'S BELIEF STATEMENT

We believe that St. Columban School is an extension of the ministry of St. Columban Parish. The school and parish together support parents in their role as the primary educators of their children.

We believe that we promote the message of Jesus Christ through teaching, worship and service in our community and the world.

We believe that mutual respect and positive relationships among and between students, staff, and parents enhance the learning environment for our children.

We believe that all students *can* learn and will learn best when they are challenged and engaged in the learning process.

We believe that curriculum and instructional practices should incorporate a variety of learning activities to accommodate differences in ability and learning styles because all students are valued and unique.

AIM AND OBJECTIVES

Community of Faith

To provide a community of faith in which the students can develop a meaningful relationship with God through prayer, the sacraments, and liturgical worship; and to develop a sense of belonging to and a sense of having responsibility to the parish as a faith community

Knowledge of Faith

To impart a basic knowledge of the doctrines and Gospel values; and to encourage practical application of this in a student's faith convictions and daily living out of religious commitment to God and to all persons

Internalize Values

To help the students develop self-discipline, personal responsibility, values, and an internal standard of behavior that come from within and are consistent with the Christian community; and to help the students internalize the reasons behind the rules

Respect

To develop in the students a deep respect for the dignity, rights, feelings, and opinions of others

Well-Balanced Curriculum

To provide a well-balanced curriculum through which knowledge, skills, critical thinking, and attitudes needed for lifelong education (formal and informal) can be acquired; and to challenge students to develop their full potential with an open, inquiring mind

Growth as an Individual

To provide an atmosphere of security, love and understanding so that students can

- a) Know and accept their individual strengths and weaknesses
- b) Recognize their dignity as a member of society
- c) Develop those skills/attitudes which will make continuing personal growth possible

Health

To develop proper values, attitudes, and habits in health, hygiene, and physical fitness

Leisure

To present leisure and recreation as gifts to be used wisely

Social Justice

To develop an awareness of social justice and a sense of others as belonging to the human family, persons for whom, therefore, each has a real responsibility

Attitude Toward Authority

To develop a sense of respect for all authority - church, civic, home, and school; and to teach and demand proper respect and courtesy for adults and others in positions of authority. Parents have the responsibility of modeling respectful behavior to the entire school community, including the faculty.

SPIRITUAL DEVELOPMENT

Parents hold the natural right and responsibility for the spiritual development of their children. The uniqueness of a Catholic school lies in its explicit effort to complement and reinforce this role of the parents. Christian values become a vital part of the total curriculum. In communal services arranged by the school, the students participate in Eucharist, Morning Prayer, Taize, or Prayer Service once a week. Parents are encouraged to give their children the opportunity for Reconciliation at parish Reconciliation services and at other times during the year. Religious instruction is given several times weekly, and opportunities for private and group prayer are provided at various times. Participation in Sunday worship is viewed as the primary expression of our existence as a community of faith.

ATTENDING ST. COLUMBAN SCHOOL

REGISTRATION

First and foremost, St. Columban School is established to serve primarily the membership of St. Columban Parish. The parish believes that our school is truly an important ministry in the life of the parish community. Our school does not discriminate on the basis of race, color, gender, or national origin. Moreover, our school will accommodate students with disabilities, if, with reasonable accommodations, the student can meet the academic and behavioral guidelines of the school. Our belief is that every child who belongs to a family registered at St. Columban Parish should have the opportunity for a Catholic education to the best of our ability. That is why it is important to have a clear policy of acceptance.

The following priority list will be used to determine admission to St. Columban School:

- I. Kindergarten
 - St. Columban School welcomes children who are five years old on or before September 30th of the current school year, if deemed to be ready through the screening process.
 - a. Children who were not accepted in the previous academic year for readiness reasons, who are now found ready, and whose parents have remained active parishioners
 - b. Children of active parishioners who have siblings presently enrolled in our school and whose tuition is current
 - c. Children from families of active parishioners whose elder siblings attended St. Columban School
 - d. Children of active parishioners who do not have siblings presently attending our school
 - e. Children of inactive parishioners who already have siblings presently enrolled in our school and whose tuition is current
 - f. Children of inactive parishioners who do not have siblings presently enrolled in our school
 - g. Children of non-parishioners will be considered

Preliminary acceptance letters, based on the above criteria, will be issued on or before March 1. After that date, each registration will be considered independently.

- II. Grade One
 - a. Top priority will be given to currently enrolled students whose families remain active parishioners of St. Columban
 - b. Those children who were not accepted in the previous academic year for readiness reasons, who are now found ready, and whose parents have remained active parishioners
 - c. Children of active parishioners who have siblings presently enrolled in our school and whose tuition is current
 - d. Children from families of active parishioners whose elder siblings attended St. Columban School
 - e. Children of active parishioners who do not have siblings presently attending our school, but who registered for kindergarten, completed the screening process, and were placed on the kindergarten waiting list
 - f. Children of active parishioners who do not have siblings presently attending our school. This will include families moving into the Loveland area, who were active in their previous parish.
 - g. Children of inactive parishioners who already have siblings presently enrolled in our school and whose tuition is current

- h. Children of inactive parishioners who do not have siblings presently enrolled in our school
- i. Children of non-parishioners who registered for kindergarten, completed the screening process and were placed on the waiting list
- j. Children of non-parishioners

III. Grades Two through Eight

- a. Top priority is given to currently enrolled students whose families remain active parishioners of St. Columban
- b. Children of active parishioners who have siblings presently enrolled in our school and whose tuition is current
- c. Children from families of active parishioners whose elder siblings attended St. Columban School
- d. Children of active parishioners who do not have siblings presently attending our school. This will include families moving into the Loveland area, who were active in their previous parish
- e. Children of inactive parishioners who already have siblings presently enrolled in our school and whose tuition is current
- f. Children of inactive parishioners who do not have siblings presently enrolled in our school
- g. Children of non-parishioners will be considered

Acceptance letters, based on the above criteria, will be issued on or before April 1. After that date, each registration will be considered independently.

Occasionally, there is a waiting list for one or more of the nine grades here at St. Columban. When a *waiting list* is enacted, it remains in effect during the current school year until the start of the official registration period for the next year, as determined by the school principal. However, at the close of the official registration period, those on the waiting list who were offered a place, but refused to take it for whatever reason, will have to re-register for the new academic year and be put on the waiting list with the others. Those who were on the original waiting list but were not offered a place in our school will be reconsidered following the criteria listed above. In the event that the number of applicants in a category exceeds the number of possible seats in any given grade, the school and parish administration will review the totality of the applications to determine admission. Discretionary review is reserved to the school principal and pastor in making admission decisions.

Please direct any questions regarding tuition to the Parish Office at 683-0105.

NEW STUDENTS

A student new to St. Columban School will be subject to a probationary period of one trimester. The purpose of this time period is to determine if our program and environment will allow the new student to succeed and reach his or her full potential.

NON-DISCRIMINATION POLICY

St. Columban School admits students of any sex, race, color, national or ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of sex, race, color, national or ethnic origin in administration of educational policies, admission policies, loan programs, athletic and other school-administered programs, and/or in hiring teachers.

STANDARDS OF BEHAVIOR

A school is an environment in which students **come to learn**. To promote this goal there must be a proper atmosphere in which to do so. Students must respect the right of each other to learn and must accept each other's individuality. In this way, each student will be free to reach his/her greatest potential. These standards extend to all phases of school activity.

In Church—Students should recognize that the church is the place of worship and that people act reverently there. All students attend and participate in designated religious functions.

In the Classroom—Students are expected to contribute to the proper learning environment through active participation, responsibility in completing assignments, following the classroom rules and respecting teachers, aides, volunteers and other students.

In the Cafeteria—Lunch is a time for students to relax and socially interact. Students are expected to be respectful and friendly toward all classmates, cafeteria volunteers, and monitors, and to use acceptable table manners and quiet voices. They should accept responsibility for the cleanliness of the area in which they eat. No schoolwork or books may be brought to the cafeteria.

On the Playground—Students will use the time on the playground for relaxation and enjoyment and allow others to do the same.

In the Hallways and Restrooms – Students are expected to show courtesy and respect to one another. They are not to loiter in these areas. **Students should help to keep these common areas clean and in working order.**

COURTESY

Respect for human dignity is a hallmark Christian behavior and is expected from every person in every encounter with another person, whether child or adult. Students are to consider it a matter of **personal honor** to show courtesy and thoughtfulness at all times to every member of the faculty, office, volunteers, maintenance personnel, all guests and visitors, and each other. This courteous interchange must also be modeled for the children in the respect with which they are treated.

DISCIPLINE

Directing children in the fullest development of their human capacities requires a manner of dealing with them which respects their dignity and uniqueness and recognizes positive behavior whenever possible. To realize their freedom as sons and daughters of God, they must be led to grow in the realization and appreciation of the worth of others.

This implies respect and politeness to all classmates, parents, teachers, and staff members. Teachers are individually and personally responsible for the training of their own classes and are collectively responsible for the overall discipline of the school.

Consistency between what the school expects of the students and what the parents expect of their children at school should result in fewer discipline problems. Open communication through proper channels between parents and teachers is therefore encouraged.

The learning environment must exist in all areas of the school building, including the church, playground, cafeteria, hallways, gym, and classrooms. Studies effectively argue that **interruptions in learning**, most often attributed to misbehaving students, have a more negative impact on learning than large class size. Failure to conform to required rules of conduct, as defined by the administration and the faculty, is punishable by appropriate disciplinary action to be administered by a teacher or the administration.

School policies will encourage the students to develop their skills in self-discipline.

DETENTION

Detention for students is a **minimum** of one-half hour on a designated day. Parents will be notified at least a day in advance. Students are responsible for informing their parents. Students who are absent on the designated detention day will stay the next scheduled detention day or at the teacher's convenience. Parents should provide for prompt pick-up when the detention has ended. Failure to serve a detention without prior arrangements may result in a second detention being issued.

Misconduct That May Lead to Detention *(This list is not exhaustive.)*

- Ridicule or any other disrespect toward another student whether the student is present or absent
- Conduct which is disruptive to class
- Violation of bus/cafeteria rules
- Failure to submit school assignments
- Eating food in the classroom, hallway, playground, or bus without permission
- Bringing any object to school that disrupts the learning environment, such as electronic games, toys, radios, pagers, iPod, etc. Objects will be taken away and picked up the last day of school.
- Bringing to and/or using laser lights at school
- Failure to comply with uniform policy

Misconduct Warranting Automatic Detention *(This list is not exhaustive.)*

- Bullying— Bullying is a form of aggression in which one or more students physically or psychologically harass another student repeatedly. Any acts that have the purpose or effect of intimidating, aversively effecting or unreasonably interfering with an individual's performance or opportunities will be considered harassment. Types of bullying include but are not limited to physical, verbal, emotional, or sexual.
- Chewing gum on the school premises or bus in addition to a \$5.00 fine
- Stealing
- Hitting
- Bringing a cell phone to school
- Lying
- Cheating
- Plagiarism –to use or pass off as one's own the ideas or writings of another
- Forging—a student shall not sign the name of another person
- Fighting or physical assault
- Throwing an object such as snowballs, rocks, playground equipment, pencils, etc. in an unsafe manner
- Cruel or excessive ridicule
- Use of profane, vulgar, or abusive language (written or spoken) or gestures toward school personnel, students, volunteers, visitors
- Insubordination—failure to accept corrective action or discipline such as disrespect or disobedience to any teacher/supervising adult
- Writing, reading or passing notes at any time
- Restroom vandalism
- Playing computer games on the lab or classroom computers

SUSPENSION

In-school suspension will take place when a student reaches five (5) detentions accumulating over the course of the year or for just cause, which shall include but not be limited to those listed under Misconduct Warranting Suspension/Expulsion. The length of the suspension will be determined by the seriousness of the offense. Parents will receive a written notification. The parent(s) and child must meet with the teacher and administration in order for the child to be readmitted. At the point of a second in-school suspension, the student will be placed on probation.

A student that threatens his or her own life will be suspended until the proper counseling takes place. Without proper counseling in a given amount of time the student may be expelled.

Out-of-school suspension will take place for just cause. The length of the suspension will be determined by the seriousness of the offense. Parents will receive a written notification. The parent(s) and child must meet with the teachers and administration in order for the child to be readmitted. The student may be placed on probation at this time.

PROBATION

A student may be placed on probation either as a condition for beginning a school year or during the school year.

- When a student on probation has a detention-free trimester, his/her probationary status may be removed.
- If a student on probation has any detentions during a trimester probationary period will be continued for another trimester.
- Any student can be placed back on probation at any time during the school year at the discretion of the administration.
- A daily check sheet will be given to the student and explained to the parents. The student will use the check sheet accordingly throughout the probationary period.
- A student who receives five (5) detentions while on probation will be asked to leave the school.

EXPULSION

A student who has been expelled from St. Columban School will not be readmitted. The school may expel a student by following the process for expulsion as detailed by the Archdiocesan Commission on Education Policies. Students that are expelled from the school are not eligible for a tuition refund.

Misconduct Warranting Suspension/Expulsion (This list is not exhaustive.)

- Possession of weapon, real or otherwise, or the use of any object as a weapon
- Possessing, handling, transmitting, concealing, or using explosive devices or substances, which could be used as explosives, including fireworks
- Destroying or marring property, whether school or personal. Any student found directly responsible for any damage is responsible for payment of repair or replacement of the damaged object
- Leaving the school grounds without permission
- Smoking, chewing tobacco, drinking alcohol, using drugs, and/or possessing any of these substances
- Arson
- Physical or verbal assault without provocation
- Taking another person's property by force or threat of force
- Sexual assault or harassment—Sexual harassment includes unsolicited language, touching, or innuendo of a sexual nature, not necessarily repetitive
- False fire alarms, bomb threat, or emergency call
- Breaking and entering school property
- Committing any criminal offense at school or on the school property
- Repeated acts of misconduct
- Threatening the life of another person

STUDENT PROPERTY INSPECTION

School administrators/teachers may inspect any student's property at any time for any reason without prior notice. This property includes, but is not limited to, desk and computers. Additionally, any personal items are subject to inspection at anytime and for any reason, without prior notice, as a condition to bringing them onto or taking them from the school's premises. Such items include, but are not limited to, packages, lunch boxes or lunch bags, containers, backpacks, duffel bags, book bags, purses, and pockets. A student and his or her parent or guardian's consent to inspection of personal items is a condition of enrollment and attendance at the school. Refusal to consent may result in disciplinary action up to and including expulsion, even for a first refusal.

Some guidelines for these procedures are:

1. Another staff member should be present in any search of individual students or property.
2. The student would be asked if there is anything he/she wishes to show the administrator/teacher.
3. The student would be asked to remove the items and open anything you direct him or her to open.
4. The confiscated item would be put in a separate container. The student would sign a statement that states where the item(s) were found. The item(s) will then be taken to the office and the parents will be notified.

ENFORCEMENT OF DSCIPLINE

The policies in this handbook are not limited to actions or behavior on school premises or at school functions. The school reserves the right to enforce the policies contained herein for student action and/or behavior not occurring on school grounds or at school related functions.

DRESS CODE

DRESS AND PERSONAL APPEARANCE

At St. Columban, emphasis is placed on modesty, cleanliness, and good grooming. Students must be presentable and represent high standards. All clothing should be in keeping with our Catholic Christian values and “in the spirit of the dress code.”

All students must be in appropriate school uniform **DAILY**. No one is exempt, and complete cooperation is expected. If, for a serious reason, the student cannot comply with the code, a written explanation must be sent to school each day by the parent.

The entire uniform of St. Columban can be purchased from Campus Outfitters Uniform Company or Land’s End. Items of the uniform not purchased from the school’s uniform provider must be **identical in both style and color** to those articles sold by the company.

SCHOOL UNIFORM

Boys’ uniform, grades K-6

Navy blue slacks or shorts (Campus Gear), light blue short or long sleeved polo shirt with St. Columban logo, white or navy crew socks covering the ankle, with gym shoes or leather dress shoes.

Boys’ uniform, grades 7-8

Khaki pants or khaki shorts (Campus Gear) with a navy blue short or long sleeved polo shirt with St. Columban logo, white or navy crew socks covering the ankle, with gym shoes or leather dress shoes.

Girls’ uniform, grades K-4

Plaid jumper of appropriate length measuring no more than three inches from the floor when kneeling, navy blue slacks, or navy blue shorts (Campus Gear) with a white short or long sleeved polo shirt or turtleneck with St. Columban logo, white or navy knees socks or crew socks covering the ankle, with gym shoes or leather dress shoes.

Girls’ uniform, grades 5-6

Plaid culottes or skirt of appropriate length measuring no more than three inches from the floor when kneeling, navy blue slacks, or navy blue shorts (Campus Gear) with a navy banded short or long sleeved polo shirt with the St. Columban logo. White or navy knee socks or crew socks covering the ankle, with gym shoes or leather dress shoes

Girls’ uniform, grades 7-8

Plaid culottes or skirt of appropriate length measuring no more than three inches from the floor when kneeling, khaki slacks or khaki shorts (Campus Gear) with a navy banded short or long sleeved polo shirt with St. Columban logo, white or navy knee socks or crew socks covering the ankle, with gym shoes or leather dress shoes.

A hunter green sweatshirt or fleece with the St. Columban logo may be worn with any of the above uniforms.

Shoes – leather dress shoes or gym shoes that are primarily white or black, with limited contrasting colors or designs. No neon colors are permitted. Soles must be black or white. Shoes must be tied, zipped, velcroed, or fastened at all times. Shoestrings must be solid white or black. Shoes may not be work boot in style or have high tops. Any shoes not completely enclosing the foot, including ballet shoes, shoes with lights, clogs, slides, moccasin style and sandals are considered inappropriate and unsafe.

MISCELLANEOUS POINTS FOR BOYS AND GIRLS

- Hair should be clean, styled, and cut above the eyebrows. No faddish hairstyles. No shaved designs or shaved portions of the head are permitted. Hair should be its natural color. No colored or highlighted hair. Hair for boys must be above the collar.
- No colored T-shirts or T-shirts with writing on them may be worn under uniform blouse or shirt.
- Non-uniform navy or black slacks, leg warmers, pajama pants etc, may be worn to and from school and on the playground but must be removed while in the classroom.
- Leggings and tights are to be navy blue or black in color and must meet the top of the socks and be of the same color.
- Only the top button of the shirt may be left open and all shirts must be tucked in at all times.
- The use of makeup by girls is not permitted. Only clear or natural color nail polish may be worn.
- Students should not write on, draw on, or decorate bodies, including real or temporary tattoos, etc.
- Any “fad” that the principal and staff deem improper for school will not be permitted.
- Students need to be dressed appropriately for outdoor recess. Assume they will be outside unless it is colder than 20°.
- One pair of small post earrings. One earring per ear, no hoops, dangles, etc. is acceptable and must be worn in the lower ear lobe. One ring, one simple chain and watch are acceptable. No dog chains or chokers. One simple bracelet may be worn. Inappropriate jewelry will be collected and returned by request on the last day of school.
- A belt is required for shorts or pants for grades 2 -8.
- Pants must be worn at the waist.
- Skirts must be hemmed and may not be rolled.
- Shorts must be from the uniform company, worn at the waist and no shorter than one inch above the knee.
- Socks must be one inch above the shoe and may not have any emblems or stripes.
- All students must be in designated uniform daily except for scheduled out of uniform days.

GYM UNIFORM

The gym uniform shorts and T-shirt that have been purchased through the uniform company must be worn. Solid, black, lycra, midhigh shorts without ornamentation may be worn under the gym shorts. Gym shoes should be worn.

OUT OF UNIFORM DRESS CODE

Girls/Boys

Slacks or jeans should be an appropriate size for the student and worn at the waist. Oversize or form fitting pants are not acceptable. Pajama pants and sweat pants are not permitted. Pants may not have holes in them.

Capri pants

Shorts – knee length or longer

Shirts – tucked in or long enough to cover hip area must have sleeves, and only appropriate words or designs on the shirts. NO low cut, tank tops, or midriff shirts.

Shoes/Socks – gym shoes (tie or Velcro) of any color. Shoes need to be enclosed in the front and back. Any shoes not completely enclosing the foot, including ballet shoes, clogs, flip flops, slides, and sandals are considered inappropriate and unsafe.

Girls

Skirts/dresses of appropriate length

Please follow the jewelry and make-up policies in the handbook.

COMMUNICATION

Recognizing that parents are the primary educators of their children, the principal and faculty of St. Columban School encourage open communication between the school and home. Throughout the school year, scheduled conferences provide teacher and parents an opportunity to discuss student progress. Understanding that concerns and problems are not so easily scheduled, the school has established procedures of effective communication between parent and teacher.

SCHOOL-TO PARENT-COMMUNICATION

A school newsletter is posted on our website on the first Wednesday of each month, explaining important information, events coming up during the month, projects, or accomplishments during the past month. The newsletter is an excellent way to keep informed of the many classroom and school-wide programs that enrich and enhance the curriculum of the school.

Generally, all written communication and/or information is sent home from school with the students on **Wednesdays** in the homefolder. Parents are required to sign the homefolder and return it the **next** day.

School information is also available on the school web site www.saintcolumbanschool.org which can be accessed at any time.

PARENT-TO-SCHOOL COMMUNICATION

Communications regarding absence, homework, vacation, bus transfer, early dismissal, appointments, and the like should be directed in writing to the homeroom teacher during the morning homeroom period, **NOT** to the school office. All notes should include the child's name and homeroom number.

Parents should feel free to contact an individual teacher regarding any concern they might have about their child by calling the school office or by accessing the teacher's email address, which is the teacher's first initial or initials of the complete first name + last name@saintcolumbanschool.org

Communication from the teachers may not take place during the school day because the teachers may not have an opportunity to see email until the end of the school day. If there is an emergency please contact the office to notify the teacher.

If a problem arises, parents **are expected to speak directly to the teacher concerned first**. Should the problem remain unresolved, the parent may then contact the school administration. Only after these steps are followed, should the pastor be involved.

Parents who would like to speak with teachers, the assistant principal or principal are asked to request an appointment.

CUSTODY

The school office needs, in writing, any information regarding custody and visitation rights. A copy of the divorce decree should be sent to the office.

This school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, a school will provide the non-custodial parent access to the academic records and to other school-related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

PARENT-TEACHER CONFERENCE

Scheduled conferences between teachers and parents are held during one or more of the grading periods. Other conferences may be scheduled according to need.

Any conferences with teachers should be scheduled at the convenience of both the parents and the teachers. Teachers should be contacted through the school, not at home. Classes should not be interrupted for this purpose.

EMERGENCY CLOSING

If, for any reason, classes must be cancelled or delayed, an announcement will be made on the local stations and a phone message will be sent via the One Call Now system. Parents should NOT call the school, convent, or parish office. St. Columban follows the same decision as the **LOVELAND SCHOOL DISTRICT**. If St. Columban is in session, students who are not present will be marked absent since it is an official school day. If inclement weather occurs during the school day, a One Call Now message will be sent out for any dismissal changes.

PHONE CALLS

The school phone is for business only. Neither students nor teachers may be called to the phone during school hours unless there is an emergency. **Students may not use the phone for unnecessary phone calls. Calling home for homework, gym clothes, permission to visit another student after school, and the like are not permitted.** Arrangements for transportation should be made in advance so it will not be necessary to use the phone for that purpose. The phone in the gym entrance may only be used after school hours.

SCHOOL OFFICE HOURS

The school office is open each school day from 7:30 A.M. - 4:00 P.M. The summer hours are the same. The office is closed during holidays, Christmas and spring breaks. If no one is in the office, callers may leave a message on the voice mail.

SCHOOL VISITORS

For the safety and welfare of our students and faculty, **all visitors must sign in at the school office. Unscheduled parent visits to a child's classroom during the day are not permitted.** If it is necessary to bring an item for a student to school (lunch, medicine, etc.) the item, labeled with child's name and homeroom should be brought to the office, not the child's classroom. After being informed that the item has been left at the office the student will come to the office to retrieve the item at the teacher's convenience.

HEALTH AND SAFETY

An Emergency Medical Authorization form MUST be on file in the office for every student by the first day of school.

The Ohio Revised Code requires every student to have an immunization record on file in the nurse's office by the 15th day of the school year. Any student in violation of this law will be excluded. Contact the school nurse regarding state medical law.

The health needs of the students are cared for through the services of a registered school nurse. Any student who becomes ill or has an accident will be observed by the school nurse or designated personnel. Emergency care that may legally be given will be administered as necessary, and the parent will be notified if it is recommended that the child leave school for further care. If the parent cannot be reached, instructions on the **Emergency Medical and Authorization** form will be followed. **It is vitally important that the school have up-to-date information concerning where parents or guardians can be reached.** Parents should notify the office promptly regarding any changes in emergency information.

Whenever possible, medication should be administered at home. When medication must be administered during the school day, state and Archdiocesan guidelines must be followed.

Written authorization must be on file in the nurse's office before any medication can be administered. **Verbal instructions over the phone are not permitted for any reason.** The Parent/Physician Request for Administration of Medication form is available in the school office or on the school web page. This form must be signed by parent and physician. All medication should be brought to school **by the parent** in original pharmacy containers. Prescription medication must show student and physician name, date, name of medication, dosage, directions, time of administration, and prescription number. Nonprescription medication must be provided by the parents and should be in original containers marked with the student's name. A separate form must be completed for each medication to be administered. New forms are required each school year or when changes in medication have been made. All medication is counted and secured in the nurse's office according to existing state law. ***NO medication will be administered***, unless the above procedures have been followed.

Teachers and nurse should be notified if a student is put on medication. This is a matter of safety for the student.

If medication dosage is changed or medication is discontinued, please notify the nurse and pick up any remaining medication within a week or it will be discarded. This also pertains to medication left over at the end of the school year.

All medicine must be consumed in the presence of the school nurse or her representative. Students are not permitted to carry or administer their own medication. Exceptions for serious medical conditions (such as those requiring EpiPens) or the use of inhalers require additional documentation by a physician and other medical forms. Contact the nurse for specific information. The school and its employees assume no responsibility regarding abuse or misuse of medication authorized by a physician to be carried by a student. Any student discovered during the school day with unauthorized medication in his/her possession will face disciplinary action.

Vision and hearing are checked during the first trimester in grades K, 1, 3, 5, and 7. If your child is not in one of these grades, and you would like their vision or hearing checked, please contact the school nurse and this can be arranged. Scoliosis screening is currently performed in January for the 6th, 7th and 8th graders. Parents will be contacted for any abnormal or failed screenings. All referrals forms sent home should be completed by the MD as soon as possible and returned to the school nurse.

SEVERE FOOD ALLERGIES

Any student diagnosed with a severe food allergy will be offered the following options in order to provide a safe learning environment. The parent may select as many options as necessary. We want parents and students to feel secure in choosing what is appropriate for their situation.

The options are as follows:

- a letter sent home to parents in the class requesting that no treats or snacks be sent in to the classroom with that food item or ingredient
- a sign posted on the classroom door requesting that the particular food item not be brought into the classroom
- a seat at the no nut table during lunch time
- availability of a list of food ingredients served in the lunch room for a particular day through our food services staff
- a collection of "safe" snacks that the parent supplies (to be kept in the classroom for special occasions)
- an option to carry an epipen with them at all times during the school day (as long as the paperwork from their MD has been completed and on file with the nurse at school)

After selecting from the list above, an emergency plan is initiated to meet that student's specific needs. This plan is revised annually and possibly throughout the year if other issues arise.

We **do not** completely ban peanuts or nuts throughout the school building. Our staff is trained in the symptoms of anaphylaxis and the proper administration of an epipen.

Field trips and special events during the year must be discussed with the teacher well in advance to assure the student is safe.

PREGNANCY POLICY

In each case, the decision must take into account the welfare of the student involved, and the common good and welfare of all the students. Each instance will be dealt with in an individual manner.

Dating violence prevention curriculum is taught in the Junior High.

FIRE DRILLS

Fire drills are conducted as required by state regulations. Annual inspection by local and state officials ensures that school procedures and building meet state and local fire codes. Each teacher explains the procedures for fire drills at the beginning of the school year. For the safety of all, the students must proceed in an **orderly and quiet manner** when evacuating the building during a fire drill.

TORNADO DRILL

Tornado drills are practiced periodically. In the event of a tornado watch, the weather will be monitored. In the event of a **tornado warning**, students will leave their classes and go to their designated places, remaining there until the warning is lifted.

SHELTER IN PLACE

The school's location for shelter in place is in the gym. All students will assemble there. When the school has been alerted that things are safe the students will be gathered with their siblings. Students whose last names begin with **A-G** will be dismissed from the cafeteria, and need to be signed out from this location. Students whose names begin **H-L** will be dismissed from the hallway by the junior high wing, and need to be signed out from this location. Students whose last names begin **M-Z** will be dismissed from the gym, and need to be signed out from this location. Please do not call the school because communication may be limited and the school may not be answering the phones. The children will not be released to anyone without written permission.

LOCK DOWN/EVACUATION

A lock down/evacuation plan has been implemented in case of an emergency.

RECESS

If a student has an injury with a cast, sling, any other similar orthopedic device, etc. they may go out to the playground but they are restricted from recess activities.

DAY TO DAY CONCERNS

SCHOOL DAY

The school day begins promptly at 8:25 A.M. Dismissal is at 3:00 P.M. During warmer weather, upon arrival, the students should assemble outside in the designated area for each grade. On colder days or days of inclement weather, the students assemble in the gym or designated areas of the building. A supervising adult will be on the premises at 7:45 A.M. The school is **not** responsible for students arriving **before** 7:45 A.M. or staying **after** 3:15 P.M. Students should not be on the premises before 7:45 A.M. Students remaining after school for any reason must be supervised by a responsible adult at all times.

The length of the school day and the length of the school year are prescribed by Ohio State Law.

TRANSPORTATION POLICIES

Bus Transportation

Bus service is provided for St. Columban School by Loveland, Kings, Little Miami, Milford, and Goshen. Any information concerning bus service can be obtained from the particular transportation district.

The front driveway is for buses **ONLY** from 7:45-8:45 A.M. and 2:30-3:30 P.M. Buses will be entering and exiting on the other two driveways also. Please be courteous. **BUS TRAFFIC HAS PRIORITY.**

Riding a Bus Outside of District— No district will allow students from **OUTSIDE** the district to ride one of its buses.

Riding a Bus Within District— Loveland will only allow students to ride a different bus within the district if prior arrangements have been made with the Loveland Transportation Department. The transportation department notifies St. Columban of the change. Parents should not send a note to school requesting changes unless arrangements have already been made with the public school district. St. Columban does not have authority to make such changes.

Suspension from Bus Riding— Any student who has been suspended from riding the bus in a district is automatically suspended from riding buses in other districts during the suspension period.

Bus Behavior—In order to ensure the safe and efficient operation of school buses, students are required to follow the regulations already established by the bus driver and/or bus district. Student behavior which distracts the driver is a hazard to safe operation and jeopardizes the safety and welfare of all passengers. Misbehavior and/or irresponsible acts by students will be sufficient reason for refusing transportation services to any student. Violations that might require disciplinary action include, but are not limited to: being too noisy, changing seats while the bus is in motion, throwing objects on the bus or out the bus window, eating, chewing gum, littering, using abusive language, gesturing or behaving in a rude, disrespectful, or unruly manner, fighting on the bus, or any other misbehavior deemed inappropriate. If it becomes necessary to deny a student transportation, the parents will be notified.

Private Transportation

The school parking lot will be closed to **ALL** vehicle traffic between the hours of 7:30 A.M. and 3:30 P.M. All entrances to this lot will be blocked during those hours.

Drop-off - Parents should enter at the lower parking lot and continue around the back of the building. The student should be dropped off on the upper lot by the library trailer and the parent should exit through the church parking lot. The student should enter the building using the doors at the upper lot. There is a one-way traffic pattern.

Pick-up - Car riders will be dismissed at 3:10 P.M. Parents must park in either the church parking lot or the lower lot and come into the cafeteria to sign out children and remain there until the children are dismissed. Students should leave the cafeteria with an adult. In the lower lot, parents should park in designated parking places **ONLY**. If the lower lot is full, parents should park in the church parking lot. All students should be signed out by 3:20 P.M. A faculty member will be present in the cafeteria to ensure that the students are supervised. **Students may only be released to parents or an adult authorized on the Emergency Medical and Authorization form.** Students remaining in the cafeteria after 3:20 P.M. will be brought to the office for sign out and dismissal. Students remaining after 3:30 P.M. may be charged a supervision fee.

School teams that have practice immediately following the school day need to be signed out in the school cafeteria by the coach or supervising adult using the same procedure as the car riders. Changing into a uniform must be done after the students are signed out and are under the supervision of the responsible adult.

For safety reasons, no child will be dismissed from the school office between 2:45 P.M. and 3:10 P.M. If it is necessary to get your child before the end of the school day, please plan to be here before 2:45 P.M. In the event that you cannot get here before 2:45 P.M., you will be asked to wait until after 3:10 P.M. for dismissal, at which point you can sign your child out in the cafeteria.

Any change to the normal means of transportation, i.e. a child will be a car rider instead of a bus rider, needs to be reported in the morning via a note to the homeroom teacher. **For emergency situations ONLY, notifications can be made to the school office via email or a phone call prior to 2:00 P.M.** Only emergency notifications will be announced at the end of the day.

Students who wish to use private transportation provided by someone other than a parent or adult authorized on the Emergency Medical and Authorization form must have written permission from a parent to do so. The permission slip must be given to the homeroom teacher during the morning homeroom period and should have the child's name, homeroom, and transportation provider clearly written.

It is important to follow the posted speed for school zones while driving in front of the building as well as in the parking lot.

PARKING

Volunteers and others having business in the school should use the lower lot or church parking lot. The front lot should be used for short-term visits to the school between 8:45 A.M. and 2:30 P.M. **The front lot is for buses only between 7:45-8:45 A.M. and 2:30-3:30 P.M.**

Chaperones for field trips must park in the church parking lot.

OTHER TRANSPORTATION

Walkers—St. Columban School cannot ensure the safety of children beyond the parish property line. Therefore, the school discourages the practice of walking to or from school. Students who walk to or from school must have a Release from Liability Waiver signed by parents on file in the office.

Bike Riders/Skateboards—Bike riding or skateboarding to or from school is forbidden.

ATTENDANCE

Parents should see that their child's attendance at school has priority over all other activities. Regular attendance and promptness are vital for successful academic progress. Parental insistence on attendance also underscores the parents' value of education.

A child who arrives at school after 8:25 A.M. but before 9:25 a.m. will be marked tardy and must come to the office for a tardy slip. A student will also be marked as tardy if they leave between 2:00 and 3:00 p.m. A student in grades 3 – 8 who has received 7 **tardies** during the trimester will receive a detention.

Students will be marked half day who are absent more than one hour but less than three hours.

A student that misses more than three hours of the school day is considered a full day absent. If a child arrives after 11:30 a.m. they are considered to be out for a full day.

If a student is absent from class for an illness or another legitimate reason, parents must notify the office before 9:00 A.M. Parents should not request work be sent home until after the student has been absent for two or more days. Books and assignments for children absent from school for two or more days should be requested by 11:00 A.M. to be sent home with another student or picked up after school. No student work will be available for pick up until after 2:45 and must be picked up prior to 4:00 P.M.

A student who is absent from school must present to the homeroom teacher, on the day he/she returns to regular classes, an excuse signed by the parent or guardian which states the reason for the absence. If a student's absence exceeds twenty-one days, there will be a serious question about whether that student will be considered adequately prepared to pass for the year. Any student missing more than twenty days of school must submit a doctor's excuse to the office for additional absences.

A student who is absent from school due to illness or other legitimate reasons is responsible for any assignments missed during this time. All assignments and/or tests missed due to absence must be completed and given to the teacher within five days of returning or in a time period determined at the discretion of the teacher. Failure to complete these assignments within the given time period will result in a grade of zero for each assignment or test.

If a student needs to leave class early, he/she should present to the teacher, on that day, a note signed by the parent or guardian which verifies the reason given. Parents who need to pick up a student for appointments, illness, or other reasons must come to the office, sign the student out, and wait there while the student is called to the office. ***The child will not be called to the office until the parent arrives.***

In the event that a student must be taken out of school for vacations, family trips, or other unexcused absences, the Principal and teacher/s involved must be informed in writing **one week** prior to the absence. Such an absence, even when admittedly necessary, entails adherence to the principles of respect for others and growth in personal responsibility which underlie the philosophy of the school.

The following are to be noted:

- **No teacher will give students assignments prior to an absence due to vacations or family trips.**
- Upon returning to school, it is the student's responsibility to obtain the necessary make-up work.
- These assignments, oral reports, tests must be completed within a period of 5 days from the date the assignments were given to the student upon their return.
- Failure to complete the assignments/tests within the time period given will result in a grade of zero for each assignment or test.
- In all cases, the parents assume responsibility to assist the child in keeping up-to-date on assignments so that neither the child, the teacher, nor the class is prevented from moving ahead smoothly.
- If the student is in need of tutoring from the teacher in order to understand the material covered during his/her absence, the parents may request this service. If the teacher agrees to tutor, a fee that is mutually agreed upon fee must be paid to the teacher for this service.

EXTRACURRICULAR ACTIVITIES

Education is not limited to the classroom experience; it is derived from all opportunities that contribute in any way toward personal and social growth. With every privilege, though, there is a corresponding responsibility. It is a privilege and an honor to participate in extracurricular activities, not a right or a guarantee. It is very important that parents use careful judgment when it comes to a student's eligibility to participate.

Extracurricular—Webster's definition: "not part of the regular curriculum; of or being related to, or those activities connected with school but usually not carrying academic credit." Any activity, such as student council, athletics, or choir sponsored by St. Columban, that is not part of the regular curriculum, is considered extracurricular.

The following guidelines are used by the administration and the faculty to determine eligibility:

Eligibility — A student is eligible to participate in extracurricular activities:

- Who maintains a “C” average without a failing grade in any course, at midterm or at the end of the trimester. Special considerations will be given to students who are not achieving academic standards but are putting forth appropriate effort in accord with their individual ability. Eligibility will be evaluated at mid-term and at the end of each trimester for academic purposes. At mid-term, students will be given a WARNING, which allows the student a probationary period in which to improve his/her performance. At the end of the probationary period, a student will be notified if ineligibility is warranted. At the end of the trimester, there will be no probationary period. A TWO week Ineligibility will begin immediately.
- Who has no behavior infractions that require an **official parent conference** with teachers or administration.

Suspension— A student is suspended for extracurricular activities:

- Who fails to maintain a “C” average or receives a failing grade in any subject at mid-term (after the probationary period) or at the end of the trimester.
- Who fails to meet acceptable standards of conduct according to the discipline policy for his/her grade level and/or the discipline code in the parent/student handbook.
- Who receives three behavior related detentions in a Trimester.
- Who receives an in-school or out-of-school suspension.
- Who is already on probation (see Discipline/Probation) and receives one detention.

Suspension for disciplinary reasons goes into effect immediately. The parents and activity leaders will be notified by a school representative at that time.

Suspension for academic reasons will go into effect immediately following mid-term and end-of-trimester grade evaluations. The parents and activity leaders will be notified by a school representative at that time.

Suspension is a minimum of two (2) weeks and must include at least one game if a sport is involved, and all practices. At the end of the suspension period the student’s situation will be reevaluated and the student will become eligible to participate if found to have met the eligibility requirements.

Other Considerations

- When a student is absent from school, he/she may not participate in any extracurricular activity on that same day. If a child participates an automatic detention will be issued. Emergency exceptions will be considered by the school administration.
- In the Archdiocese of Cincinnati, the pastor approves all coaches, leaders, and sponsors for the parish. The pastor anticipates that all coaches, leaders, and sponsors will comply with the above policy.
- Any students staying after school for extracurriculars must be signed out like the car riders in the cafeteria.
- The coach must be present before the team may change out of their school uniform.

PARTIES

Student birthday treats may be brought to school with **prior** approval from the teacher. These should be simple and easy to distribute. Flower or balloon displays, special messengers etc. should not be delivered to school.

Invitations to parties which are held outside of school should only be distributed at school if an entire group such as all boys, all girls, or the entire class is invited.

FIELD TRIPS

Field trips that relate to specific units of study or provide for enrichment for the students will be arranged by the teacher in consultation with the principal. The teacher or homeroom parent will make arrangements in the event that chaperones are needed to assist with supervision. Written permission from parents or guardian is required before any student can accompany the class on a field trip. Students generally wear school uniforms unless the nature of the trip calls for another type of dress. There usually is a charge to cover transportation and entrance fees.

Field trips are privileges afforded to students; no student has an absolute right to a field trip. Students can be denied participation in the field trip if they fail to meet academic or behavioral requirements. If a student has forfeited the privilege of participating in a field trip, the student is still responsible for coming to school. Parents will be informed of their child's loss of the field trip privilege and the reason for such action.

LOST AND FOUND

Lost clothing and articles are a continual problem. Students' names should be on **everything** they bring to school. At the end of each trimester, unclaimed and unmarked items are donated to the St. Vincent de Paul Society.

CAFETERIA

A hot lunch program is offered during the school year. Orders may be placed each morning in homeroom. Students are **not** permitted to bring soft drinks or buy them at school. Packed lunches brought to school after 8:25 A.M. should be labeled with the student's name and homeroom and brought to the office. The student will pick up the lunch left in the office at the teacher's convenience. Parents are encouraged to pack only the items and the quantity that their children will eat, keeping in mind the basic rules of good nutrition. Students are encouraged to take home any uneaten food. Parents are **not** permitted to bring a fast food lunch to school for their child.

Because of limited space in the cafeteria and the seating arrangements of the students, parents are not permitted to eat with their children in the cafeteria.

Cafeteria Regulations—*all students should:*

- Behave properly at the table and use acceptable table manners
- Dispose of waste paper and food scraps in proper containers
- Eat food only in the cafeteria
- Speak only in a conversational tone of voice
- Treat each other and all supervising adults with courtesy and respect

All outstanding balances must be paid by the end of the school year.

BOOK BAGS

A durable book bag is recommended for carrying books to and from school. Students should organize their materials and books in such a way that the weight of the book bag does not create a health problem.

TEXT BOOKS

Hardbound textbooks are provided for the students and are the property of Loveland School District. All textbooks, hardbound or paper, should be covered at all times. The student is responsible for loss or damage of textbooks.

HOMEWORK

Homework is assigned as a help to the students. Assignments evolve out of class experiences. They are geared to the needs, interests, and abilities of the students. In addition to their value of helping students explore or reinforce material presented in class, they also help develop good study habits. Homework teaches self-discipline and responsibility. Students must learn to budget time and to exert themselves realistically to meet deadlines. Homework should enhance classroom learning.

Under the heading of **home assignments**, students are expected to do research and/or rework papers. Homework, however, is not always written. Students are frequently expected to review notes taken in class, work on projects, read books, watch an assigned TV program, memorize needed facts, or study for a test.

Parents should show interest in these broader aspects of home assignments and support their accomplishment as faithfully as they check on more traditional homework.

At the beginning of each school year, students in grades 2-8 receive an assignment book. Students are encouraged to use this book on a daily basis. Parents are encouraged to check this book and monitor its usage.

The amount of homework varies according to grade level, the nature of the assignments, and the ability of the student. Every attempt is made to see that the amount of time spent is reasonable. Parents should consult with the teacher if they observe, over an extended period of time, that their child is spending an excessive amount of time on homework or if their child claims he/she has none. Teachers will try to coordinate the amount of homework given with the other teachers in their grade level.

P.T.O

The Parent-Teacher Organization is a vital link of communication between the home and school. Parents are urged to join and to take an active part in this important group, which promotes goodwill and cooperation within the school community. Through volunteer efforts, fundraisers, and other activities, the P.T.O gives support to the faculty and principal and provides special programs and materials for the school. General Assembly meetings are usually held four times per year.

VOLUNTEERS

Volunteers are a welcome and a necessary part of St. Columban School. All volunteers who work with students more than three hours a month or who work with children more frequently than once a month are **REQUIRED** by the Archdiocese of Cincinnati to attend a Child Protection Decree Workshop and be fingerprinted. These workshops are provided by the parish and diocese throughout the year. **Volunteers must sign in at the School Office and pick up a volunteer badge.** Volunteers should park in the church lot or in the lower lot before the chain line.

HIGH SCHOOL RELEASE OF DIRECTORY INFORMATION

St. Columban School has designated the following information (student name, student address, home phone number, grade level, gender and parent email) as directory information and will release this information for students in Grades Five through Eight to the Archdiocesan School Office for distribution to Catholic high schools in the archdiocese, unless the parent/guardian has submitted a Request to Restrict Directory Information form to the school office prior to August 1st, or at the time of registration, if registered after August 1st.

Parents who wish to restrict information should realize that their students will not receive information regarding high school enrollment, information events and testing. This information is available from the individual high schools.

EVALUATION

REPORT CARDS

Report cards are distributed three times a year. Report cards are sent home with the students after the first and second trimester, and should be signed and returned to school within seven days. The final report card will be mailed after the closing of school if all fees and fines are paid.

By viewing Edline students and parents in grades 4 – 8 are able to keep up to date on the student's progress in class.

An explanation of the grading system can be found on the report card. Emphasis is placed on progress according to an individual student's ability. The criteria for good conduct, behavior, or attitude are listed in the Personal Growth and Development section of the report card.

No report cards will be issued early due to vacations.

GRADING

The grading system used at St. Columban School for Grades 1-3 is as follows: **S+** (Strong Progress), **S** (Satisfactory Progress), **N** (Needs Improvement), **U** (Unsatisfactory Progress).

The grading system for Grades 4-8 is as follows: **A+** (98.50) **A** (93.50) **A-** (92.50) **B+** (91.50) **B** (85.50) **B-** (84.50) **C+** (83.50) **C** (77.50) **C-** (76.50) **D+** (75.50) **D** (69.50) **F** (below 69.50).

INTERIM REPORTS

Paper interim reports are sent home mid-trimester for grades 1 – 3. The interim report must be signed by the parent or guardian and returned.

There are no paper interims for grades 4 – 8. Edline should be accessed to view mid-trimester grades.

HONORS

Grades 4-5

Effort Award— Student is eligible for the Effort Award if he/she meets the following qualifications:

- Four (4) 1's and the remainder 2's in Effort
- No check marks in the area of Personal Development
- No F's or U's

Grades 6-8

First Honors—A student is eligible for 1st Honors if he/she meets the following qualifications:

- A grade point average of at least 3.7 (A=4, B=3, C=2, D=1)
- No check marks in the area of Personal Development
- 1's and 2's in Effort
- No F's or U's

Second Honors—A student is eligible for 2nd Honors if he/she meets the following qualifications:

- A grade point average between 3.0 and 3.6
- No check marks in the area of Personal Development
- 1's and 2's in Effort
- No F's or U's

Spirit Award—A student is eligible for the Spirit Award if he/she meets the following qualifications:

- No check marks in the area of Personal Development
- 1's and 2's in Effort
- No F's or U's

GRADUATION

Ceremonies marking the successful completion of the work required of eighth graders at St. Columban School take place at the end of the school year. The Archdiocesan handbook stipulates that there is only a simple religious ceremony.

Requirements for participation in the celebration include:

- Successful completion of required course work;
- Conduct during the eighth grade which is acceptable for St. Columban students and is in keeping with the guidelines set for our school; and
- Regular participation in classes, with only necessary and excused tardies

TESTING

Students in grades 2, 4, 6, and 8 take the Terra Nova Test of Basic Skills and the In-View Cognitive Abilities Test. These tests are administered in the fall.

A writing sample is completed by students in grades 3, 5 and 7 and assessed at the Archdiocesan level.

PROMOTION/PLACEMENT/RETENTION

Students are promoted to the next level on an annual basis, if they make satisfactory progress. If a student cannot achieve satisfactory progress he/she may be **PLACED** in the next grade conditionally, or **RETAINED** in the current grade. Final decisions are at the discretion of the principal. Students that are retained or placed that have stipulations such as summer school will be informed by a letter from the school and will need proof of completing stipulations upon the start of the school year.

Parents are kept informed of their child's progress through report cards, interim reports, Edline and parent/teacher conferences.

BEYOND THE CLASSROOM

LIBRARY

The school library is staffed by a librarian and parent volunteers. Grades 1-6 are scheduled to use the library regularly. Students are given instruction in library skills. Books are checked out during the library period and are to be returned the following week. They may be renewed if necessary. All classes have the opportunity to use the library during school hours. If a book is lost or damaged, the child is responsible for its replacement. If a student has a book overdue, no other books may be checked out until that book is returned.

The School Library is intended to be a supplement to the Public Library. Students are encouraged to become familiar with and use their local public library frequently.

TECHNOLOGY

Mission Statement

St. Columban School is dedicated to the teaching mission of the Catholic Church. As a school, we recognize that we live in a new media age and are immersed in a culture of evolving language and opportunities. The new technologies present possibilities and challenges, which must be explored and used in order to enhance and enrich the school's programs and support student learning.

Technology use at St. Columban School is curriculum driven. The software and hardware reflect the curriculum of each grade level and is used as an enhancement to the educational process. Technology is not a curriculum of its own. The classroom teacher gives grades for technology projects that promote classroom learning.⁽¹⁾

The Technology Department is staffed by a full-time system administrator and one part-time technology assistant. Inclusive in the Technology Department is a stationary and mobile lab, all hardware and software, and all communication devices. All workstations and printers are networked and internet accessible.

The stationary computer lab is equipped with networked computers, internet accessible, scanners, digital cameras, laser printers, SMART Board, projector and a variety of Microsoft applications and educational software, teacher's workstation, Technology Coordinator and Technology Assistant's workstations.

The mobile computer lab is equipped with a wireless cart containing networked laptops, internet accessible, with Microsoft applications and educational software.

The classrooms are equipped with networked, internet accessible computers, SMART Board, dedicated laptop, projector, CD/DVD player, Channel 1 TV, Cable TV, and scanner for student and teacher use.

Edline, a web-based program is available for parents and students to check their grades, view upcoming events in their class and transport files via Student Web Lockers. Edline is a password-protected program.

Internet filtering is provided through the ISP and custom filtering is used to block any internet content that is deemed unsuitable for elementary students, including blogging and chat rooms.⁽³⁾

Each year a Cyberbullying and Sexting program is held for students and parents. This program is updated on a yearly basis to accommodate changes in technology.

The "Internet Safety Week" class is held at the beginning of each school year and reinforced throughout the year.

Policies have been developed to protect our student's safety as well as the security of the St. Columban network.

The following policies and restrictions apply within the boundaries of St. Columban School and carry consequences, ranging from automatic detention to expulsion, dependent upon the severity of the behavior:

- All students and parents are required to sign the “Responsible Use of Technology User Agreement/Parent Permission Form” annually, promising moral and ethical use of the World Wide Web.
- Harassment, intimidation and bullying, which includes cyberbullying defined as “repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies and other Web-base/online sites...”⁽²⁾ is subject to consequences and strictly enforced. Any current and future use of technologies such as sexting that can be construed as harassment, intimidating or bullying are strictly forbidden.
- When using the internet, copyright laws are enforced; plagiarism is not permitted.
- Students may not use their personal e-mail account.
- Any electronic communications that send or display offensive messages or pictures, uses obscene language, harasses, insults or attacks others is not permitted.
- Any willful damage of computers, computer network, printers, scanners, SmartBoard, projectors, etc. is not permitted.
- Using another’s password and/or trespassing into another’s folder or files is not permitted.
- The use of all USB drives, laptops, floppy or CDs are not permitted. Any handheld wireless devices such as, but not limited to PDAs (personal digital assistant), iPod, MP3 player, cell phone, etc. are not permitted.
- School administrators/teachers may review files and communications to maintain system integrity and insure that their use is limited to educational purposes. Users should not expect that laptops, files, folders, e-mail stored or connected to school servers are private.
- Appropriate student behavior is expected in the stationary and mobile lab at all times. No food or drink is permitted when using the computer.
- Unauthorized persons may not load, delete, update or revise software. Hardware cannot be moved, added to, opened or changed in anyway.

St. Columban School website

<http://www.saintcolumbanschool.org>

St. Columban email address:

saintcolumban@saintcolumbanschool.org

- (1) Archdiocese of Cincinnati Catholic School Office Guidelines for Implementation of ISTE and Ohio Academic Content Standards for Technology 2008-2011. ((I). Integrating Information and Communication Technology into the Curriculum)
- (2) Ohio Department of Education, Anti-Harassment, Anti-Intimidation, Anti-Bullying Model Policies (REV.03, 05/14/07) per House Bill 276, as adopted on July 10, 2007, by the Ohio State Board of Education
- (3) Title XVII—Children’s Internet Protection, SEC. 1701—“Children’s Internet Protection Act”, SEC. 1702 DISCLAIMERS, SEC. 1703 Study of Technology Protection Measures.

SPECIAL SERVICES

Math Tutoring—A math tutor is available to students in all grades. Teachers may refer individuals or groups as necessary.

Remedial Reading/Title One Reading Tutor —A remedial reading specialist and Title One Reading Assistant services St. Columban School. The intent of such a service is to reinforce a student’s learning by developing independent reading skills so that each student can function more effectively on his/her own.

Speech and Language Therapy—A speech and language specialist is employed to serve St. Columban students. Students who qualify participate on either an individual or group basis for as long a time as is needed.

School Psychologist - Our school psychologist's role is to work collaboratively with teachers, parents, administrators, and children to develop strategies to address school related areas of concern generally regarding educational, social, emotional, and behavioral issues. Services may involve consultation, assessment, intervention, or counseling.

IN CLOSING

RIGHT TO AMEND

The principal retains the right to amend the Parent/Student Handbook for just cause. Parents will be given prompt notification if changes are made.

CONCLUSION

Children are, in a most real sense, a special gift of God, our greatest responsibility, and the most significant contributing factor to the world in which they will live as adults. Parents, teachers, and administrators have an immense responsibility to these children and to God. At St. Columban School, it is believed that this responsibility can best be met by working together in close communication toward the realization of our goal: Christian community. Most parents find a level of involvement with the school with which they are comfortable. Very few parents in any school are really comfortable if they have no involvement at all with the community in which their children spend most of the day. It is the hope of the faculty and staff at St. Columban School that the years spent here by parents and students will result in growth toward more meaningful Christian lives within the Christian community which is our heritage. Christian education is the goal; supportive collaboration and deep mutual respect are the main means at St. Columban School that help promote that goal.