

# St. Columban School

## Parent/Student Handbook

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# BASIC BELIEFS

## INTRODUCTION FOR PARENTS

This handbook is a guide and is not comprehensive and 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

To empower students to be ambassadors of the Catholic faith and prepare them to think critically, compassionately, and globally for the 21<sup>st</sup> century.

## SCHOOL'S BELIEF STATEMENT

### We believe:

- Christ is the center of our lives and we are called to be His disciples.
  - God has uniquely gifted each child, and that a Christ-centered education cultivates a student's responsibility to develop and use his/her gifts in service to others.
  - Parents educate their children in the ways of faith through word and example, and that school and parish communities are their partners.
  - Connections with other cultures and customs foster respect and understanding of all peoples.
  - Rigorous and relevant instruction, supported by current technology, develops a student's ability to think critically and adapt to unpredictable situations
  - Self-discipline skills allow students to grow in responsibility and to act with integrity in society.
  - A school should be a model of ongoing commitment to excellence.
- 

### We assist students in becoming:

- **ambassadors of their faith** who confidently share their knowledge of God and are committed to compassionate service rooted in Catholic beliefs and values
- **respectful persons** who honor the human dignity of others and show appreciation of God's creation by being good stewards
- **critical thinkers** who have the skills necessary to evaluate information, creatively solve problems, and articulate viewpoints
- **innovative individuals** who are responsive to change and resourceful in new ways
- **global citizens** who embrace opportunities to learn about and interact with all cultures and people.

## **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. Pre-K  
St. Columban School welcomes children who are four years old on or before August 1<sup>st</sup> of the current school year, if deemed to be ready through the screening process.
  - a. Children who were accepted in the previous academic year, but wish to repeat the Pre-K program, must do so at a minimum of five half days.
  - 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

Based on the above criteria, acceptance will be prioritized by the program requested. Options are: five full days, three full days, five half days, and three half days.

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

- II. Kindergarten  
St. Columban School welcomes children who are five years old on or before September 30<sup>th</sup> 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
  - h. Children of inactive parishioners who already have siblings presently enrolled in our school and whose tuition is current
  - i. Children of inactive parishioners who do not have siblings presently enrolled in our school
  - j. Children of non-parishioners will be considered

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

- III. 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 will be considered
  
- IV. 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<sup>st</sup>. After that date, each registration will be considered independently.

Occasionally, there is a waiting list for one or more of the nine grades at St. Columban School. 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 and must complete a new registration packet. 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.

As an Archdiocesan school, St. Columban follows the policy regarding gender identity. All curricular and extra-curricular activity is rooted in and consistent with, the principles of Catholic doctrine. Catholic schools:

- Support students with gender dysphoria by treating them with sensitivity, respect, mercy, and compassion.
- Require that participation on school teams be according to biological sex.
- Require that names and pronouns be in accordance with the person's biological sex.
- Designate Catholic sex education, uniforms and gender appropriate dress, bathrooms, locker rooms, showers, and sleeping accommodations on trips according to biological sex.
- Maintain names in school records according to the student's biological sex.
- Provide reasonable accommodation to a private bathroom for use by any student who desires increased privacy.
- In case specific request, consider in a compassionate way, on a case-by-case basis the physical and psychological needs of a student based on the following questions:
  - a. What is the specific request of the student and/ or parents?
  - b. Is the request in keeping with the teaching of the Catholic Church?
  - c. Is the school reasonably able to accommodate the request?

## **SCHOOL TUITION POLICY**

St. Columban School provides education for its parish members and non-members. Active parishioners are eligible for parish subsidized tuition rates, multiple child discounts, and tuition assistance. Applications must be completed to be eligible for assistance. All fees must be paid prior to graduation. For complete tuition information and Tuition Task Force Guidelines & Principles please see the school website.

## **SCHOOL APPLICATION REQUIREMENT**

A student's birth certificate is required to be on file in the school office.



# 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.**

## 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.

Parents also play an important role in creating a proper atmosphere at school. The Catholic Church and our school recognize parents as the primary educators of their children. The education of students at our school is a partnership between the parents and 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 staff is not only encouraged, but being a private school it reserves the right to talk to any student at any time. If however, in the opinion of the administration, the partnership is irretrievably broken, the school reserves the right to require the parent to withdraw their child.

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.

## RESPECT

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. Our faith calls us to take action and not remain neutral when incidents occur.

### Harassment, Intimidation, and Bullying Policy

#### 1. General

- a. It is the policy of St. Columban School that any form of harassment, intimidation, or bullying, regardless of where, how, or when it takes place, is expressly forbidden.
- b. The School's internet and computer system may not be used to engage in harassment, intimidation, or bullying. The "Student Responsible Use of Technology" form must be signed by each student and on file with the School.
- c. The School reserves the right to impose discipline for harassing, intimidating, bullying, and other inappropriate behavior that takes place off School grounds and outside School hours.

#### 2. Definition of Terms

- "Electronic act" means an act committed through the use of a cellular telephone, computer, pager, personal communication device, or other electronic communication device.
- "Harassment, intimidation, or bullying" means either of the following:
  - Any intentional written, verbal, electronic, or physical act that a student has exhibited toward another particular student more than once and the behavior both:
    - Causes mental or physical harm to the other student; and
    - Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.
  - Violence within a dating relationship.
- "Harassment, intimidation, or bullying" also means electronically transmitted acts i.e., by Internet, social media/network, blog, cell phone, personal digital assistance (PDA), wireless hand-held device, or other electronic communication device, that a student has exhibited toward another particular student more than once and the behavior both:
  - Causes mental or physical harm to the other student; and
  - Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.
- In evaluating whether conduct constitutes harassment, intimidation, or bullying, special attention should be paid to the words chosen and the actions taken, whether such conduct occurred in front of others or was communicated to others, how the offender interacted with the victim, and the motivation, either admitted or appropriately inferred. Accordingly, what may constitute harassment, intimidation, or bullying in one circumstance might not constitute such in another. As in all disciplinary matters, the School will make this determination utilizing its sole and absolute educational discretion and judgment.

#### 3. Types of Conduct

a. Harassment, intimidation, and bullying can include many different behaviors including, but not limited to, overt intent to ridicule, humiliate, or intimidate another student. Examples of conduct that could constitute prohibited behaviors include:

- i. Engaging in unsolicited and offensive or insulting behavior;
- ii. Physical violence and/or attacks;
- iii. Threats, taunts, and intimidation through words and/or gestures;
- iv. Extortion, damage, or stealing of money and/or possessions;
- v. Exclusion from the peer group or spreading rumors; and
- vi. Repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies, computers, cell phones, other electronic devices, the Internet, online websites, blogs, or social media/networks (also known as "cyber-bullying"). Examples of cyber-bullying include, but are not limited to, the following:
  1. Posting slurs on the Internet, websites, blogs, or social media/networks;
  2. Sending abusive or threatening instant messages, text messages, emails, or other communications through the Internet, websites, blogs, or social media/networks;
  3. Taking embarrassing photographs of students and posting them online or otherwise distributing them; and

4. Using the Internet, websites, blogs, social media/networks, or electronic communication devices to impersonate another individual or circulate gossip or rumors to other students.

#### 4. Complaints

##### a. Formal Complaints

i. Students and/or their parents/guardians may file reports regarding suspected harassment, intimidation, or bullying. Such written reports shall be reasonably specific including persons involved, number of times and places of the alleged conduct, the target of the suspected harassment, intimidation, or bullying, and the names of any potential witnesses. Such reports may be filed with any School staff member or administrator, and they shall be promptly forwarded to the principal or his/her designee.

##### b. Informal Complaints

i. Students and/or their parents/guardians may make informal complaints of conduct that they consider to be harassment, intimidation, or bullying by verbal report to a teacher, School administrator, or other School personnel. Such informal complaints shall be reasonably specific as to the actions giving rise to the suspicion of harassment, intimidation, or bullying, including persons involved, number of times and places of the alleged conduct, the target of the prohibited behavior, and the names of any potential witnesses. A School staff member or administrator who receives an informal complaint shall promptly document the complaint in writing, including the above information. This written report by the School staff member and/or administrator shall be promptly forwarded to the principal or his/her designee.

##### c. Anonymous Complaints

i. Students who make informal complaints as set forth above may request that their name be maintained in confidence by the School staff member or administrator who receives the complaint. The anonymous complaints shall be reviewed and reasonable action will be taken to address the situation, to the extent such action may be taken that (1) does not disclose the source of the complaint, and (2) is consistent with the concept of fairness to the student alleged to have committed acts of harassment, intimidation, or bullying.

#### 5. School Personnel Responsibilities

##### a. Teachers and Other School Staff

i. Teachers and other School staff who witness acts of harassment, intimidation, or bullying, as defined above, shall promptly notify the principal or his/her designee of the event observed, and shall promptly document the events witnessed. Teachers and other School staff who receive student or parent reports of suspected harassment, intimidation, or bullying shall promptly notify the principal or his/her designee of such reports. If the report is a formal, written complaint, such complaint shall be forwarded promptly to the principal or his/her designee. If the report is an informal complaint by a student that is received by a teacher or other staff member, he or she shall document the informal complaint and promptly forward it to the principal or his/her designee.

ii. In addition to addressing both informal and formal complaints, School personnel are encouraged to address the issue of harassment, intimidation, and bullying in other interactions with students. School personnel may find opportunities to educate students about harassment, intimidation, or bullying and help eliminate such prohibited behaviors through class discussions, counseling, and reinforcement of socially appropriate behavior. School personnel should intervene promptly whenever they observe student conduct that has the purpose or effect of ridiculing, humiliating, or intimidating another student or individual, even if such conduct does not meet the formal definition of harassment, intimidation, or bullying set forth above.

##### b. Administrator Responsibilities

###### i. Investigation

1. The principal or his/her designee shall be promptly notified of any formal or informal complaint of suspected harassment, intimidation, or bullying. Under the direction of the principal or his/her designee, all such complaints shall be investigated promptly. The principal or his/her designee shall document the investigation, including any conversations with the alleged offender, victim, students, or other witnesses. Written statements may also be obtained from these individuals.

2. Notwithstanding the foregoing, when a student making an informal complaint has requested anonymity, the investigation of such complaint shall be limited as is

appropriate in view of the anonymity of the complaint. Such limitation of investigation may include restricting action to a simple review of the complaint (with or without discussing it with the alleged offender), subject to receipt of further information and/or the withdrawal by the complaining student of the condition that his/her report be anonymous.

ii. Response

1. Verified acts of harassment, intimidation, or bullying shall result in an intervention by the principal or his/her designee. The intention of such intervention is to ensure that the prohibition against harassment, intimidation, and bullying is enforced, with the goal that any such prohibited behavior will end.
2. When acts of harassment, intimidation, or bullying are verified and a disciplinary response is warranted, students are subject to the full range of disciplinary consequences, including suspension and expulsion. Anonymous complaints that are not otherwise verified, however, shall not be the basis for disciplinary action.
3. Harassment, intimidation, and bullying behavior can take many forms and can vary dramatically in seriousness and impact on the victim and other students. Accordingly, there is no one prescribed response or discipline to verified acts of harassment, intimidation, or bullying. The forms of discipline listed in this Handbook are guidelines, and the School may use other disciplinary measures as the situation warrants. The decision whether to impose discipline and, if so, to what extent, is left to the professional and educational discretion of the principal or his/her designee.
4. Once harassment, intimidation, or bullying has been verified, the principal or his/her designee should monitor the situation to determine whether there have been additional incidents of harassment, intimidation, or bullying, or retaliation from the offender or other parties. Additionally, the principal or his/her designee may inform School personnel of the incident and instruct them to monitor the victim and the offender for indications of harassing, intimidating, bullying, or retaliatory behavior. School personnel are to intervene when prohibited behaviors are witnessed.

iii. Reporting

1. Report to the Parent or Guardian of the Offender
  - a. If after investigation, an act of harassment, intimidation, or bullying by a specific student is verified, the principal or his/her designee shall notify the Offender's parent/guardian of that finding. The parent/guardian shall also be notified of any disciplinary consequences imposed against that student.
2. Report to the Parent or Guardian of the Victim
  - a. If after investigation, an act of harassment, intimidation, or bullying against a specific student is verified, the principal or his/her designee shall notify the victim's parent/guardian of such finding.
3. Police and Child Protective Services
  - a. Allegations of criminal misconduct will be reported to law enforcement, and suspected child abuse will be reported to Child Protective Services, consistent with the Archdiocese Decree on Child Protection and Ohio law. All School personnel must cooperate with investigations by outside agencies.

6. Miscellaneous

- a. No discipline issued pursuant to any Handbook shall bind the School to issue the same, or even comparable, discipline to other students in the future. Nor will any form or extent of discipline be construed as a precedent for how discipline will be imposed moving forward. Rather, the School reserves sole judgment and discretion in disciplining students based on the particular circumstances of each incident, including but not limited to the respective age(s) of the student(s) involved, the student(s)' perceived maturity level, the conduct at issue, the student(s)' attitude and degree of cooperation, the student(s)' disciplinary history, and any other aggravating or mitigating circumstances the School deems present. Nothing in this section, or anywhere else in this Handbook, limits or otherwise constrains the School's authority, discretion, judgment, or responsibility in any student disciplinary matters.

### Discipline

If at the conclusion of a given investigation, the suspected child is found guilty of bullying, appropriate measures will be taken following the handbook policies. Discipline at St. Columban School is rooted in the Gospel. That being said, it is the goal of the teacher/administration/staff to end bullying and help those found guilty to no longer be a bully. A plan will be developed to assist the student which may include behavioral contracts, school/pastoral/ outside counseling, school and community service projects.

If in the event the bully relapses into negative behaviors the administration has the authority to choose to re-initiate the above strategies, implement school suspension or expulsion.

### **DETENTION**

Detention for students is a **minimum** of one-half hour on Tuesdays from 7:35 a.m. to 8:05 a.m. or 3:15 p.m. to 3:45 p.m. 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 the learning environment
- 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 at the end of the day of school.
- Bringing to and/or using laser lights at school
- Failure to comply with uniform policy
- Chewing gum on the school premises or bus is a \$5.00 fine for the first offense. A repeated offense will result in an automatic detention and another \$5.00 fine.

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

- Stealing
- Accessing social media, media, or inappropriate websites, including non-improved games
- 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 repetitive ridicule
- Use of profane, vulgar, 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
- Vandalism to school property
- Playing computer games in the lab or classroom computers without teacher permission

## **SUSPENSION**

In-school suspension will take place when a student reaches five (5) detentions accumulating over the course of the year or for a 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 regarding the suspension and extracurricular eligibility. 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. Classwork will not be provided and any grades for any assignments on that date will be considered a zero.

A student that threatens his or her own life will receive an out of school suspension until the proper counseling takes place. The student may be expelled if proper counseling is not sought out in a given amount of time.

Out-of-school suspension will take place for just cause determined by the school administration. 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 returning student will be placed on probation at this time. Classwork will not be provided and any grades for any assignments on that date will be considered a zero.

Any student that receives an out-of-school suspension will not be eligible to attend school sponsored overnights. Refunds will not be given in such circumstances.

## **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 receives any detentions during a trimester, the probationary period will be continued for another trimester or may lead to expulsion.
- Any student can be placed back on probation at any time during the school year at the discretion of the administration.
- Any student that is placed on probation will not be eligible to attend school sponsored overnights. Refunds will not be given in such circumstances.
- 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, drug or smoking paraphernalia, e-cigarettes, chewing tobacco, drinking alcohol, using drugs, and/or possessing or any transactions related to any of these substances
- Arson
- Bullying
- 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 DISCIPLINE**

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 not limited to social media, sporting events not on school premises, etc. Regardless of place or circumstance every student is representing the St. Columban school community.

The school reserves the right to set requirements governing a student's return to St. Columban School regarding any disciplinary matter.

# 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 Educational Outfitters. 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 Pre-K-6

Navy blue slacks or shorts (Campus Gear), light blue short or long sleeved polo shirt with St. Columban logo, white, black 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, black or navy crew socks covering the ankle, with gym shoes or leather dress shoes. The boys have the option to wear a white oxford dress shirt and uniform tie with their khaki pants. The white dress shirt may come from any retailer but the tie must be purchased from the uniform company. A blue vest purchased from the uniform company may be worn with the white shirt and tie but it is optional.

### Girls’ uniform, grades Pre-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, black 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, black 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, black or navy knee socks or crew socks covering the ankle, with gym shoes or leather dress shoes. The girls have the option to wear a white oxford dress shirt and uniform cross tie with their skirts. The white dress shirt may come from any retailer but the cross tie must be purchased from the uniform company. A blue vest purchased from the uniform company may be worn with the white shirt and tie but it is optional.

*A sweatshirt or fleece with the St. Columban school logo, not including spirit wear, may be worn with any of the above uniforms.*

**Shoes:** Primarily black, brown, navy, grey, or white shoes that can be securely tied or buckled with solid colored shoelaces. No fluorescent colored shoe strings.

Shoes may not be work boot in style, midcut, high tops or shoes with lights. For safety reasons, slip-on shoes and shoes that do not completely enclose the foot, including ballet shoes, clogs, slides, moccasins, and sandals are not permitted.

Solid, single-color black, brown, grey, or navy Sperry or Sperry-like shoes (which are securely tied and fitted) are permissible *for junior high students only*.



## **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. All boys must be clean shaven.
- 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 nail polish may be worn. No French tips or artificial nails are permitted.
- 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 or Fitbit may be worn. Basic watches may be worn. Apple watches or similar items are not permitted. Inappropriate jewelry will be collected and returned by request on the last day of school.
- A brown or black 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 must be worn including socks. Girls with shoulder length hair must put their hair up. Gym uniforms are not required for Pre-K and K.

## **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 are permitted.

Shorts – knee length or longer and may not be form fitting, volleyball style shorts are not permitted

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, shoes with lights, and sandals are considered inappropriate and unsafe. Socks must be worn.

### **Girls**

Skirts/dresses of appropriate length no more three inches above the knee when kneeling  
Please follow the jewelry and make-up policies in the handbook.

On out of uniform days the regular dress code for gym class is required.

# 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 to Rediker and emailed via One Call Now every Wednesday explaining important information and events coming up during the week. 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.

School information is also available on the school web site [www.saintcolumbanschool.org](http://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. For Pre-K parents, if an issue is unresolved after meeting with the teacher and administration, please visit the ODE Pre-School page at <http://education.ohio.gov/Topics/Early-Learning/Preschool-Licensing>**

## **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 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, laptop, 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.

For Pre-K parents, at any time during the Pre-K operation, custodial parents or guardians are welcome to visit the program and observe their child.

# HEALTH AND SAFETY

## **Medical Care**

An *Emergency Medical Authorization* form (FORM A) must be on file in the office for each student by the first day of school.

Any health care or first aid required by the students will be administered through the services of a registered nurse. Any student who becomes ill during the school day or sustains an injury will be observed and cared for by the school nurse or designated personnel. If further care is indicated at another facility, the parent will be notified. If the parent cannot be reached, instructions on the *Emergency Medical Authorization* form will be followed. **Please notify the office promptly regarding any changes to this information during the school year.**

## **Medical Care for Pre-K**

Pre-K student medical care will be provided by the Pre-K staff.

## **Student Illness K-8**

Students that are ill should be kept at home. If you are not sure whether to send your child or not, please consult our *Guidelines for Illness* document on the school web site under *Lists and Forms* and then under *Medical forms*.

## **Student Illness Pre-K**

We reserve the right to deny access for the day to any child who is obviously ill. This is for the health and safety of all children enrolled in the program. We ask that you keep any child that exhibits any of the following at home:

Fever of greater than 100 Degrees Fahrenheit within the past 24 hours, Diarrhea (three or more abnormally loose stools within a twenty four hour period), Severe coughing, causing the child to become red or blue in the face or to make a whooping sound, Difficulty or rapid breathing, Yellowish skin or eyes, Redness of eye or eyelid, thick and purulent pus discharge, matted eyelashes, burning, itching or eye pain, Untreated infected skin patches, unusual spots or rashes, Unusually dark urine and/or gray or white stool, Stiff neck with an elevated temperature, Evidence of lice, scabies, or other parasitic infestation, Sore throat or difficulty in swallowing, Vomiting more than one time or when accompanied by any other sign or symptom of illness.

If a child develops any of these symptoms while at school, the child will be isolated from the group and placed on a cot in the Director's office within sight and hearing of a staff member at all times. The child's parent will be notified of illness. The teacher has special training in recognizing communicable diseases. He/she relies on this training as well as the communicable disease chart posted in the preschool. Each child will be checked for signs of illness daily when he/she arrives. The teacher reserves the right to decide when a child is not well enough to be at the preschool.

In the event a child comes down with a communicable disease, a note will be sent home to all parents. A sign will be posted on the door to inform parents that the child has been exposed to a certain illness.

Any student with lice/nits will be excluded from school until they have been checked and cleared by the school nurse.

## **Immunizations**

The Ohio Revised Code (Section 3313.67) requires every student to submit a current immunization record prior to school entry. Any student in violation of this law by the end of the 14<sup>th</sup> school day will be excluded. Those parents that do not immunize their children due to moral or religious convictions must have a signed exemption form on file.

## **Vision/Hearing**

Vision and hearing screenings are performed during the first trimester on each student in grades K,1,3,5, and 7. Parents are notified of any failed screenings. Referrals are sent with instructions to follow up with appropriate medical care. If your child is not in one of these grades, and you would like their vision or hearing checked, please contact the school nurse.

## **Scoliosis**

Screenings for scoliosis are currently performed during gym classes for the 5<sup>th</sup>, 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grades. A second screening (performed by a scoliosis nurse) is performed on those students with results that were questionable or failing. Parents are contacted if further medical care is advised.

## Medication Policy

Whenever possible, medications should be administered at home. When medication must be administered during the school day, specific guidelines must be followed in accordance with state and archdiocesan regulations in order to maintain the health and safety of your child while under our supervision.

- Written authorization must be on file in the school nurse's office for grades K-8 and the Pre-K office before any medication can be administered. This includes prescription as well as non-prescription (over-the-counter) medications. The *Parent/Physician Request for the Administration of Medication* form (FORM C) must be completed with signatures of both parent and physician. A faxed copy may be accepted initially but must be followed up with the hard copy and original signatures as soon as possible.  
Form C is available on the school web page and in the office.
- Pre-K medical care and/or medication will be administered by the Pre-K staff.
- Teachers and nurse should be notified if a student is put on medication. This is a matter of safety for the student.
- A separate form must be completed for each medication. A new form is required at the beginning of each school year and as necessary for any changes in the medication order during the school year.
- Verbal orders and instructions over the phone or in person are not permitted for any reason.
- Parents must personally deliver all prescription and controlled substance medications to the school nurse. Over-the-counter medications may be sent in with your child in original sealed containers.
- Prescription medications, including refills, must be delivered in a clearly marked original container from the pharmacy. The pharmacist's label should contain the student's name, physician's name, date, name of medication, dosage, directions, time of administration, and the prescription number.
- Non-prescription medication must be in its original container with the student's name clearly marked on the bottle.
- It is the responsibility of the parent to provide all medications, prescription and non-prescription.
- It is the student's responsibility to show up in the nurse's office on time for the administration of their medication. All medication must be consumed in the presence of the school nurse or a designated representative.
- All medication is counted and secured in the nurse's office according to current state law for grades K - 8.
- Medications will continue to be administered routinely on field trips unless specifically instructed otherwise by the parent/guardian.
- When medication is discontinued, the parent must notify the nurse, preferably in writing. Any medication not claimed within one week will be discarded.
- Students are not permitted to carry or administer their own medication (except for the exceptions listed below). Any student discovered during the school day with medication in their possession (that is not properly authorized) will face disciplinary action from the administration.
- Exceptions include documentation by a physician of a serious medical condition, which necessitates immediate access to a particular medication (i.e. inhalers, Epipens). The appropriate form must be completed in accordance with ORC 3313.716/3313.14, *Authorization for Student Possession and Use of an Asthma Inhaler* or *Authorization for Student Possession and Use of an Epinephrine Auto injector*. Please consult with your physician regarding whether your child is ready for this responsibility. These forms are available on the web site under *Lists and Forms* and then under *Medical forms*, or in the school office. The school and its employees assume no responsibility regarding any abuse or misuse of medication authorized by a physician to be carried by a student.
- Any student with lice/nits will be excluded from school until they have been checked and cleared by the school nurse.

- Cough drops/throat drops may be brought to school and self-administered with a note from a parent/guardian. The teacher reserves the right to confiscate or limit administration if use is excessive or inappropriate.

## **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.

Faith and academics are important parts of what makes us St. Columban School. We also keep the safety of your children in the forefront of our minds as we go through each day. The Loveland Police Department has advised the school that in case of an emergency evacuation, everyone, this includes all visitors and volunteers, must immediately turn off all cell phones for the safety of all students, faculty, and staff.

**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 8:15 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 7:30 A.M. The school is **not** responsible for students arriving **before** 7:35 A.M. or staying **after** 3:15 P.M. unless they are registered with the before/after school program. **Students should not be on the premises before 7:35 A.M.** Students remaining after school for any reason must be supervised by a responsible adult at all times.

All day Pre-K and kindergarten follows the normal school scheduled time. Pre-K and Extended day kindergarten is from 8:15 a.m. to 11:45 a.m.

After school care is provided by Champions and is available from 3:00 p.m. until 6:00 p.m. Program offerings include art, problem solving, literacy, dramatic play, math, science, movement, etc. Please see Champions webpage at [www.discoverchampions.com](http://www.discoverchampions.com) for additional information regarding the program.

St. Columban follows the required number of instructional hours determined by Ohio State Law.

## TRANSPORTATION POLICIES

### Bus Transportation

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

The front driveway is for buses **ONLY** from 7:35-8:45 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**— School districts will only allow students to ride a different bus within the same district if prior arrangements have been made with that transportation department. Parents should send a note to school to confirm the arrangements 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. No limousines are permitted.



**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. Pre-K follows the same traffic pattern but are dropped off in front of the Pre-K building.

**Pick-up** - Car riders will be dismissed at 3:10 P.M. Parents should enter at the lower parking lot and continue around the back of the building with their family name sign visible to the adult on duty. The students will be called from the art room by the adult supervisor to get into their parent's car. A faculty member will be present in the art room 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 art room after 3:20 P.M. will be brought to the office for sign out and dismissal. Students remaining after 3:30 P.M. will be placed in the after school program with applicable fees charged. Pre-K students are to be picked up at the Pre-K building.

Participants in extracurricular activities are to go to the fifth grade designated classroom immediately following the school day. Coaches need to sign out the students in the school office and the students will be called to the office area. No student will be released to a coach unless a permission slip is in the office. 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. In the absence of a note or verbal confirmation the child will take its normal form of transportation.

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 8:35 A.M. and 2:30 P.M. **The front lot is for buses only between 7:35-8:45 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 8:15 A.M. but before 9:15 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 unexcused **tardies** during the trimester will receive a detention. An excused tardy requires a doctor's note.

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. Communication regarding absences should be emailed to the attendance desk. Please include your child's name, homeroom, reason for the absence, and who should bring the missed work home. Email the front office at [attendance@saintcolumbanschool.org](mailto:attendance@saintcolumbanschool.org) and copy the appropriate homeroom teacher. If you do not have access to email a phone call to the front office is sufficient.

Books and assignments for children absent from school 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 3:45 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 and a plan must be created with the school administration and psychologists, knowing that summer school or retention is a possibility.

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, drama club, 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:

- Grades 4 - 8 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 participating in 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.
- The coach must be present before the team may change out of their school uniform.
- Students may not stay after school to participate in extracurricular activities unless supervised by a designated adult.

## **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 8:15 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.

After 3:45 p.m. the school office is closed and no books or homework can be obtained from the classroom.

## **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.

## **VOLUNTEERS**

Volunteers are a welcome and a necessary part of St. Columban School.

St. Columban adheres to the Archdiocese of Cincinnati's Child Protection Decree policy that requires every new regular volunteer, coach, scout leader, etc. (anyone having contact with children on a regular basis) to complete a Selection.Com background check and attend a VIRTUS training session before he/she can come into contact with children.

**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.

All volunteers must use the restrooms in the administration wing. This is for the protection of adults from any potential accusation and children from any potential harm.

## **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 1<sup>st</sup>, or at the time of registration, if registered after August 1<sup>st</sup>.

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.

### **ATTENDING FUNERALS HELD DURING THE SCHOOL HOURS**

A student may attend a funeral held at St. Columban during the school day. If a parent is accompanying the student, the parent must send in a note to the teacher, sign the student out in the office and the school secretary will call them to the office. After the funeral, the parent must return to school and sign the student back in if they are returning to class.

If the parent is not attending with the student, but would still like to have their child attend the funeral, the parent needs to write a note giving permission for the student to leave class. The student then comes to the office 15 minutes prior to the start of the funeral and will be accompanied by school personnel and be brought back to school at the conclusion of the funeral.

# EVALUATION

## REPORT CARDS

Report cards are electronically distributed three times a year. Parents are required to respond to an email generated by the homeroom teacher stating that they have viewed the report card at the end of trimester one and two.

By viewing OptionC 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 is as follow:

- Pre-K individual reports will be issued.
- K to 3 uses Standards Based report cards.
- Grades 4-8 is **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 K to 3. The interim report must be signed by the parent or guardian and returned.

There are no paper interims for grades 4 – 8. OptionC 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
- All tuition and fees must be paid by May 1<sup>st</sup>.

**TESTING**

Students in grades 2 - 7 take the IOWA Test of Basic Skills. These tests are administered in the spring.

**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, Rediker, and parent/teacher conferences.



# BEYOND THE CLASSROOM

## LIBRARY

The school library is staffed by a librarian and parent volunteers. Grades Pre-K - 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. <sup>(1)</sup>

The Technology Department is staffed by a full-time Technology Coordinator, a Network/System Tech and one part-time Help Desk tech. Inclusive in the Technology Department is a stationary lab and mobile carts, and all computer related hardware and software. All computers, iPads, copiers and printers are networked.

The stationary computer lab is equipped with networked and internet accessible computers, digital cameras, laser printers, SMART Board, projector and a variety of Microsoft applications and educational software. A teacher and technology coordinator's workstations are also in the computer lab.

The mobile tablet carts contain networked tablets with Microsoft applications and educational software.

All classrooms are equipped with networked computers, SMART Board, dedicated laptop, projector, CD/DVD player, and in some classrooms interactive TVs.

OptionC, a web-based program is available for parents and students to check their grades, view upcoming events in their classroom. OptionC is a password-protected program.

Internet filtering is provided through an ISP to block any internet content that is deemed unsuitable for elementary students, including blogging and chat rooms. <sup>(3)</sup>

Each year an Internet Safety program that covers cyberbullying, sexting, inappropriate usage and consequences is held for students, teachers and parents. This program is updated on a yearly basis to accommodate changes in technology and is reinforced throughout the year.

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

Compromised e-mail accounts will be blocked from the Saint Columban network until the owner of said e-mail account has changed the password and username of that e-mail account or creates a different e-mail account using the same or different e-mail carrier.

The following policies and restrictions apply within the boundaries of the St. Columban School campus and carry consequences ranging from automatic detention to expulsion, and/or legal action, depending on the severity of the behavior.

- All students and parents are required to sign the “Responsible Use of Technology Form” annually.
- 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...”<sup>(2)</sup> is subject to consequences and strictly enforced. Any use of technology for things such as sexting will be construed as harassment, intimidation or bullying and are strictly forbidden.
- When using the internet, copyright laws are enforced; plagiarism is not permitted.
- Students may not use their personal e-mail account or access social media.
- Any electronic communications that are replied, sent, forwarded or display offensive messages or pictures, uses obscene language, harass, insult, racially objectionable, physically or mentally attack others is not permitted and will result in disciplinary action.
- Any willful damage or hacking of computers, iPads, computer network, printers, SmartBoard, projectors, Interactive TVs, etc. is not permitted and will result in disciplinary action.
- Using another’s password to gain entrance into another’s portal, trespassing, erasing, changing another’s folder or files is strictly forbidden.
- The use of all USB drives, personal laptops, or CDs are not permitted. Any personal mobile device such as an iPod, iPad, MP3 player, cell phone, personal tablet, etc. are not permitted. If a student is given permission, by the Administration, to bring to school a cell phone or i-Pad it will be left with the teacher requesting it until the end of the school day.
- School administrators, teachers, and technology department personnel may review files and e-mails 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, and no food or drink is permitted in the stationary lab and when using the mobile carts or iPads.
- Unauthorized persons may not load, delete, update or revise software. Hardware may not be added to, opened or changed in anyway.

St. Columban School website

<http://www.saintcolumbanschool.org>

- (1) Archdiocese of Cincinnati Catholic School Office Guidelines for Implementation of ISTE and Ohio Academic Content Standards for Technology 2014-2017. ((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

## **1:1 Student Tablet Program Policies**

In addition to the general technology policies there are expectations and policies specific to the 1:1 Student Tablet Program.

The 1:1 Student Tablet Program recognizes the integral role that technology plays in education. St. Columban has adopted a 1:1 tablet program to empower students with technology whenever and wherever it is needed.

### **Student Expectations:**

1. Students must submit a signed copy of the 1:1 Student Tablet Responsible Use of Technology Policy and paid the required computer fee. Students will receive their tablet the first day of school.
2. Students in grade 7 and 8 will receive their tablet at the Back to School Kick-Off after submitting a signed copy of the Responsible Use of Technology Policy and required fees paid.
3. Students are expected to bring their tablet to school each day with the battery charged and ready for use.
4. Students are expected to exercise proper care of their tablets, as outlined in the general tablet policies.
5. Students are responsible for the software and contents on their tablet. Personal software, files, music, books, and games, and inappropriate content are not permitted on the tablet.
6. Random checks of student tablets will occur throughout the year. All unapproved items will be removed and discipline will be followed according to the handbook.
7. St. Columban reserves the right to reimage the tablet to its original state whenever it is deemed appropriate.
8. Students are responsible for saving files to Google Drive and One Note.
9. Students are responsible for maintaining all subject folders and subfolders under the direction of the teachers. Subfolders include homework, notes, projects, classroom work, etc.
- ~~10.~~ Students, with the direction of their parents, are required to install print drivers and must use their home printers for all school projects, homework, etc.
11. Students may not use any electronic method to unethically communicate or share work during any academic endeavor which includes, but is not limited to, homework, quizzes, and tests.
12. Students may not willfully damage or hack computers or portals, computer networks, damage printers, Smartboards, projectors, Interactive Flat Panel TV's, etc.

### **Parent Expectations:**

1. Parents must submit a signed copy of the 1:1 Student Tablet Responsible Use of Technology Policy.
2. Parents are expected to take an active role in their child's use of the tablet at home and at school.
3. Parents are expected to familiarize themselves with the information in this policy in order to help enforce proper care and usage.
4. Parents are expected to honor the terms of the warranty. Under no circumstances should anyone other than the St. Columban Technology Staff attempt to service the tablet. Doing so will void the warranty. If your child encounters technical difficulties at any time, the Technology Staff will assist your child during normal school hours ONLY. Problems will be addressed and repairs will be made to the tablet on site or sent out for repair.
- ~~5.~~ Parents are to refrain from adding a web filter to their child's tablet.
6. Parents are expected to have on-going discussions with their child about computer usage that is ethical and moral.
7. Parents are expected to follow the Responsible Use of Technology Policy.
8. Parents are to refrain from using their child's computer for their own personal use.
9. Parents are expected to respect the teachers' right to best determine how to integrate the tablet technology into their subject matter.

**Faculty Expectations:**

1. Teachers of students in the tablet program are expected to attend required in-service programs and commit to on-going professional development for implementing technology in the curriculum.
2. Teachers of students in the tablet program are expected to work collaboratively to develop appropriate uses of tablets in the classroom and implement programs accordingly.
3. Teachers are expected to direct student use of the tablet programs during school hours.
4. Teachers are expected to exercise proper care of tablets issued to them, as outlined in the general tablet policies.

**Tablet Insurance:**

Accidental Damage Insurance will cover damage as long as reasonable precautions are taken. The student's tablet will be repaired or replaced using the Accidental Damage Protection Insurance, provided by and paid for by St. Columban.

**NON COVERED** damage includes:

- a. intentional damage (i.e. hammer marks),
- b. lost unit
- c. normal wear and tear that does not affect system performance.

The device should not be put in an environment where damage might occur. The details of the accident are submitted to the insurance company. The insurer can choose to deny coverage if it is determined that the user has not taken proper care of the device.

**Repair and replacement.** The St. Columban technology staff will address problems if your tablet stops functioning properly. Under no circumstances should you attempt to open the tablet casing to repair it yourself. Self-repair of the tablet will void the warranty.

The lab will be open from 7:30 A.M. to 3:00 P.M. on normal school days. Be prepared to explain in detail what problem you are having and when the problem started. The technology staff will determine if the tablet can be repaired in-house or if the tablet will need to be sent back to the manufacturer for repair. Someone from the technical staff will notify you when the tablet has been repaired. St. Columban is not responsible for providing technical assistance for home networks or personal computers.

The student will be given a loaner if the tablet must be kept for repairs or sent out for repairs. If the student is given a loaner tablet, print drivers may be installed on the loaner tablet. The loaner tablet must be returned at the time that the student's tablet is picked up once it is repaired. Loaner tablets will not be made available to students who forget to bring their tablet to school.

When students receive a loaner tablet, a notification slip will be sent home for a parent's signature. If the notification slip is not returned the next day the loaner tablet will be collected. After a loaner is given out for the first incident regarding the hardware of the tablet a minimum \$50.00 fee will be charged for the repair of the tablet. The parent or student will be required to pay the fee within three days of receiving the loaner otherwise the loaner must be returned to the computer help desk. Make the check payable to St. Columban School.

Batteries, cables, styluses, and tablet cases are not covered by the accidental damage insurance. If these items are damaged, malfunctioning, or lost after orientation, replacements **MUST** be purchased from the school. Replacement costs are as follows:

Battery: \$80.00  
Power Adapter \$ 45.00  
Stylus \$45.00  
Case \$45.00

**General Tablet Policies**

All discipline and technology policies set forth in the Parent-Student Handbook apply to the use of tablets. In addition the following policies will apply:

**Care of equipment:**

- Food and beverages are not allowed on or near the tablets.
- The power cable supplied with the tablet should be loosely wrapped around the power brick and secured with the Velcro tie when in the carrying case.
- Tablets should never be picked up by the screen.
- Protect the tablet hinge by inverting the monitor into tablet mode (not upright) when using the stylus.

- Screens should be swiveled or folded back carefully. Close the lid gently; it should never be slammed shut.
- Finger smudges can be wiped off by using screen cleaning wipes or sprays. Clean the keys and tablet cover in the same manner. Window cleaner or other cleaners should not be used on the screen or the keyboard.
- Never put a cracked battery into your computer. Return the battery to the Help Desk if it is damaged.
- The battery must be fully charged. Students may not borrow power adapters to charge their tablet at school.
- Store the tablet in the carrying case when it is not being used in class.
- Store the tablet in the carrying case when transporting the tablet outside of the school building.
- Store the tablet in the classrooms with textbooks and other personal items during lunch and recess.
- Students are responsible for the storage of their own tablet during “After School” events.
- Students should not store their tablets in extreme temperature situations, such as a cold or hot car for long periods of time.
- Students will take their tablets home each night for use, storage, and to recharge the battery.
- Students may not deface the tablet or case with permanent markers, stickers or destroy identifying labels on the tablet equipment.

**Appropriate use of tablets and related equipment:**

- Students may not access their personal–e-mail–
- Students may not make hardware modifications to the tablet, which includes adding more memory.
- Students may only delete files or folders they have created. Files installed by the school may not be deleted.
- Music, videos, and gaming software may not be downloaded on to the tablet, without teacher approval.
- Students may not play or download unauthorized videos, games or sites on their tablet.
- Video or photographing a fellow student, must be accompanied by a release form from that student’s parent.
- The Windows logo is the only wallpaper to be used on the student tablet.
- Student tablets, cases, power adapters, styluses and batteries may not be loaned to or borrowed from another student.
- Passwords and usernames may not be shared with other students.
- Gaining entrance into another student’s portal is strictly forbidden.
- Students may not give out personal information via the Internet.
- Chat rooms are strictly forbidden.
- Sound will be muted at all times unless permission is obtained from the teacher.
- Headphones should be used for instructional purposes only.
- Students may purchase headphones at the school or from a vendor of their choice.
- Microphones and cameras are used for instructional purposes only.
- Documents will be transmitted electronically.
- Homework assignments must be printed at home unless given permission by the teacher. Excessive printing will result in printing charges.

**Disciplinary Actions:** Violations of any of the tablet policies will result in consequences that are consistent with the discipline and technology policies stated in the parent/student handbook.

## **SPECIAL SERVICES**

**Math Specialist**—A math specialist is available to students in grades 1 - 8. Teachers may refer individuals or groups as necessary.

**Remedial Reading/Intervention Specialist** —A remedial reading specialist and Title One Reading Specialist 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.