

St. Columban School

Family Handbook
2024-2025 School Year

Faith * Family * Future

St. Columban School

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School Hours

7:35 a.m. – 3:30 p.m.

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Introduction

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

In partnership with our St. Columban Parish community, St. Columban provides a faith-filled, family centered environment with challenging academics that prepares students for future success and service to others.

Belief Statements

We Believe:

- Christ is the center of our lives.
- A Catholic education develops a student's sense of responsibility and integrity.
- The parents, the school and the parish are partners in the faith formation of their child.
- All people deserve respect and understanding.
- Challenging academics develop a student's ability to think critically.
- Our School is committed to providing a safe and nurturing environment for our students.

Philosophy Statement

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.

ACCREDITATION

St. Columban School is accredited by the Ohio Catholic School Accrediting Association (OCSAA).

St. Columban is a parish school, which operates under the authority of the Pastor and under the direction of the school principal.

RIGHT TO AMEND

This handbook is not a binding contract on St. Columban. Rather, it is a unilateral set of policies, which students and families are expected to, and must, follow. The principal, or his/her appointee, with the support of the pastor, retains the right to amend this handbook at any time and for any reason. Parents, guardians, and students will be given notification if changes are made.

ADMISSION AND REGISTRATION

Non-Discrimination Statement

No student may be excluded from St. Columban School solely because of race, color, common national/ethnic origin, or ancestry.

School Age

In accordance with R.C. 3321.01, no child may be admitted to kindergarten or the first grade unless he/she is five or six years of age (respectively) on or before September 30 of the year of admittance. Children who become five or six before October 1 are “of age” for kindergarten and first grade, respectively. Children who become five or six between October 1 and January 1, inclusive, shall be considered as underage candidates for kindergarten and first grade, and may be admitted on a trial basis at the discretion of the administration. No children who turn six after January 1 will be admitted to first grade during the school year already in progress. No child shall be admitted to the first grade if he/she has not successfully completed kindergarten.

Educating Students with Special Needs

St. Columban School will evaluate on a case-by-case basis whether or not it can meet the needs of a child with a disability. If the school can make reasonable accommodations to meet the child’s needs, then the child may be offered the opportunity to enroll.

Admission Process

Acceptance of registration at St. Columban School is not considered final until all documents, forms, records from previous school(s), and registration fees are completed, returned to the school, and reviewed by the administration. Registration fees are not refundable. Families will be notified annually of registration and re-enrollment dates, tuition, and fees as determined by the school and parish.

Registration Requirements for All Students

When applying to St. Columban School the following documentation is required but not limited to: signed application, transfer of records form, permission to screen and talk to student’s current school, testing fee, birth certificate, Baptismal certificate, stewardship form, and transportation form.

Admission to St. Columban School is considered according to the following priorities:

I. Pre-K

St. Columban School welcomes children who are four years old on or before August 1st 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, registered for the upcoming school year, 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
Children of inactive parishioners who already have siblings presently enrolled in our school and whose tuition is current
- e. 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.

Acceptance letters, based on the above criteria, will be issued once the registration process is complete. 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 30th of the current school year, if deemed to be ready through the screening process.

- a. Children who were not accepted in the previous academic year for readiness reasons, who are now found ready, and whose parents have remained active parishioners.
- b. Children of active parishioners who have siblings presently enrolled, registered for the upcoming school year, and whose tuition is current
- c. Children from families of active parishioners whose elder siblings attended St. Columban School
- f. Children of active parishioners who do not have siblings presently attending our school
- g. Children of inactive parishioners who already have siblings presently enrolled in our school and whose tuition is current
- f. Children of non-parishioners will be considered

Acceptance letters, based on the above criteria, will be issued once the registration process is complete. 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, registered for the upcoming school year, 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 non-parishioners who registered for kindergarten, completed the screening process and were placed on the waiting list
- i. 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, registered for the upcoming school year, 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 non-parishioners will be considered

Acceptance letters, based on the above criteria, will be issued once the registration process is complete. After that date, each registration will be considered independently.

If there is a waiting list for one or more of the ten grades at St. Columban School, 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 or more at the discretion of the principal. 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.

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, please see the school website.

Accuracy of Information Statement

Refusing to provide requested information to the school, or providing false, incomplete, or inaccurate information to the school, may result in the denial or revocation of admission and/or disciplinary action, up to and including suspension and expulsion.

Voluntary Withdrawal of Students

A student that is voluntarily withdrawn from the school will receive a refund of tuition from the date of the last day of attendance. No fees will be refunded. All school items, including but not limited to, computers, textbooks, resources, etc., must be returned to school before any tuition is refunded. The release/transfer of records will take place after all financial obligations are met and materials are returned to school.

FAITH FORMATION

Religious Education

St Columban School strives to provide a community in which students can grow in their faith, to become disciples of Christ. We help students develop a meaningful relationship with God through prayer, the sacraments, liturgical worship, and service opportunities. With Christ at the center of their lives, we integrate faith in all aspects of our curriculum. We believe a Catholic education strengthens a student's sense of responsibility and dignity, and that with the parents, the school and the parish working together as partners, we focus on the overall faith formation of every child.

Sacramental Preparation

Preparation for the Sacraments of First Reconciliation and First Communion are completed in the 2nd grade classrooms with the help of the parents. Students and parents participate in a retreat for both sacraments. The students also participate in Jesus Day (at school) prior to receiving First Communion. The retreats and Jesus Day are filled with activities and experiences intended to help the second grader feel more comfortable and prepared to participate in the Sacraments.

The 8th grade Religion classes, with the assistance of the parish and parent involvement, prepare candidates for the Sacrament of Confirmation. The students spend time during the school day developing a personal relationship with God through study, service, and application of lessons. The students participate in a Service Outreach Day, Confirmation Retreat, class Reconciliation, and collection of Service Hours prior to the sacrament.

The parish offers events to help families celebrate and continue their life-long faith journey including Vacation Bible School in July, Advent events, Reconciliation services, Pancake Supper before Lent, Stations of the Cross, and other special events that help form members of our community into disciples who act with the mind and heart of Christ.

Please reach out to St. Columban Director of Faith Formation, Scott Mussari, and Coordinator of Religious Education, Terri Kerley, with questions and to see how they can help you and your family on your spiritual journey.

ACADEMIC PROGRAM

Academic Expectations

Students at St. Columban School are exposed to a challenging, well-rounded curriculum. In addition to teaching core subjects, we also offer spiritual development through religion classes, service opportunities, and sacramental preparation, as well as foreign language classes, fine arts, enrichment, and intervention opportunities. Additional support services may be available for students as needed.

Homework

Homework is assigned as a means of giving practice, reinforcing concepts on the individual level, evaluating progress, and developing good study/work habits. These objectives are essential to our purpose. Homework does not necessarily mean traditional, written work. Students may be requested to review class notes, read, work on projects, or study for a test, etc.

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

Guidelines for Homework Completion

Time for homework should be set aside after every school day. Students are assigned an amount of homework that is age appropriate for each grade. Reading and reviewing are important components as well as written work. The amount of time spent on homework each evening may vary according to the ability of the student. However, it should be within the range of the student's ability and of such a nature that the student can complete the work independently. The parent's/guardian's role is to support as a facilitator of good practices and check for completion. If you think that your child is spending an excessive amount of time on homework every night, please talk to his/her teacher about your concerns.

Make Up Work

A student who is absent from school due to illness or other legitimate reasons (this does not include vacations, sporting events, and other extracurricular activities) is responsible for any assignments or tests missed during this time.

The following are to be noted:

- **Absence due to illness** - The number of days to make up assignments/tests is equal to the number of days absent. For example, if a student is absent for one day, they will have one additional day to make up the assignments/tests. Failure to complete these assignments/tests within the given time period will result in a grade of zero for each assignment or test.

- Upon returning to school, it is the student's responsibility to obtain the necessary make-up work.
- 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, there may be a fee involved for the teacher's service.
- Teachers are not required to give students assignments prior to an absence due to vacations or family trips.
- **Vacations/Sporting Events/Extracurricular Activities** – The students are required to complete the assignments by one to three days based on the number of school days missed at the discretion of the grade level teacher(s).

Grades and Grading

The purpose of assessing student work and performance, and issuing a grade is to inform the student, the teacher, and the family about the student's growth toward proficiency of the standards. Grades K-8 use the Archdiocese of Cincinnati recommended reporting structure for recording student progress.

St. Columban follows the required number of instructional hours determined by Ohio State Law. St. Columban School follows the Archdiocese of Cincinnati Graded Course of Study which is in alignment with the Ohio Learning Standards and infused with our Catholic faith.

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+** (98-100) **A** (95-97) **A-** (93-94) **B+** (90-92) **B** (87-89) **B-** (85-86) **C+** (82-84) **C** (79-81) **C-** (77-78) **D** (70-76) **F** (below 69).

Junior High Homework Policy -

All assigned homework is due on the day and time designated by the teacher. The following consequences will be given when homework is not turned in by the assigned deadline.

1. Students will receive a signature for the missing work on their discipline card (grades 7-8).
2. The following penalties will be applied to late assignments:
 - a. One day late -20%
 - b. Two days late -50%
 - c. Failure to turn in missing assignments after two days will result in a final grade of 0 for the assignment

A student who is absent from school due to illness or other legitimate reasons (this does not include vacations, sporting events, and other extracurricular activities) is responsible for any assignments or tests missed during this time. The number of days to make up assignments/tests is equal to the number of days absent. For example, if a student is absent for one day, they will have one additional day to make up the assignments/tests. If assignments are not turned in within the allowed period, the above consequences will be applied. Failure to complete these assignments/tests within the given time period will result in a grade of zero for each assignment or test.

Extenuating circumstances and situations can occur. Any variation of the consequences listed above must be discussed with and approved by the assigning teacher.

Reporting Student Progress

St. Columban School issues report cards to the families on a trimester basis. Additionally, interim reports are issued throughout each grading period. Student grades can be accessed at any time via the student management system, Option-C. Students in grades 4-8 can view their progress any time by accessing Option-C

Report cards are sent home hardcopy three times a year. Parents should confirm by signing the report card that they have viewed it at the end of each trimester.

No report cards will be issued early due to vacations.

Progress Reports

Paper progress reports are sent home mid-trimester for grades K to 8. The progress report must be signed by the parent or guardian and returned.

Honors

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 a minus sign indicating an area of weakness
- No detentions due to missing work, automatic detention, in-school suspension or suspension

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 a minus sign indicating an area of weakness
- No detentions due to missing work, automatic detention, in-school suspension or suspension

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
- No detentions due to missing work, automatic detention, in-school suspension or suspension

Field Trips

Field trips are an extension of classroom learning. Field trips are considered a privilege, not a right. Since field trips are school sponsored events, students have the same behavior expectations that they do at school, including but not limited to transportation service and field trip destination. A student may be excluded from the field trip at the discretion of the school administration. No student may attend a field trip unless the required field trip permission form is completed and signed by the parent/guardian. Students not permitted to attend any field trip are required to be present in class for the school day.

All chaperones (parent/guardian/additional persons) must be Safe Parish certified and up to date on training to attend any field trips or school events.

Promotion and Retention

Students who demonstrate the skills and knowledge necessary to be successful at the next level of learning are promoted. Decisions addressing academic achievement will be made on an individual basis. Parents/Guardians will be included in the discussion throughout the school year. The final decision rests with the principal in consultation with the academic support team. Parents/guardians' input will be considered.

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, progress reports, Option C, and parent/teacher conferences. Parents will be notified via a letter from the school if there is a concern that the student may be in danger of failing a subject/grade.

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.

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
- Regular participation in classes, with only necessary and excused tardies
- All tuition and fees must be paid before graduation

Records Review

Student records are private and accessible only to school administrators (including the principal), the teachers who are working with the student, and the students' parents/guardians who make official requests. Parents/guardians are asked to make a request for records in writing 24 hours in advance. An appointment shall be made to view the records the school retains for the student.

In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to academic records and other school related information regarding the student. If there is a court order specifying that no information is to be given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

Withdrawal/Disenrollment for Academic Reasons

A student may be asked to withdraw for academic reasons from St. Columban School if it has been determined the school cannot meet the student's instructional needs or if the student or parents/guardians have not cooperated with the academic team in the educational process of the school. St. Columban School may disenroll a student if a parent/guardian is unwilling to act in accordance with the school's request for withdrawal due to academic reasons.

Withdrawal/Disenrollment of Students Based Upon the Conduct of Parents/Guardians St.

Columban School may require a parent/guardian to withdraw his/her child based on the conduct of the parent/guardian. This may occur if the conduct of a parent/guardian is threatening, hostile, chronically disrespectful, or disruptive to the educational process. In such cases, principals shall contact their assigned Regional Director before the withdrawal is implemented. In this event, the following procedure shall occur:

- Written notice will be sent to the parent/guardian and student describing the reasons for the student's potential disenrollment.
- A meeting (in-person, virtual, or by phone) will be held between school representatives, the parent/guardian, and, if appropriate, the student, prior to the disenrollment.
- A summary report detailing the reasons for the disenrollment will be sent to the Superintendent of Schools.
- A parent/guardian who believes his/her child has been disenrolled for insufficient reason has the right to appeal, in writing sent through US mail, to the Superintendent.

Curriculum

St. Columban School *follows the Graded Course of Study of the Archdiocese of Cincinnati Catholic Schools Office. The curriculum* is aligned with the State of Ohio's Learning Standards. Religion courses are taught at every grade level. Students, regardless of religious affiliation, participate in Religion classes and receive an academic grade which appears on the report card. The report card grade for the Religion courses reflects the student's ability to understand the teachings of the Catholic Church. Schools follow the Religion Graded Course of Study provided by the Archdiocese of Cincinnati.

Standardized Testing

St. Columban School follows the Archdiocese of Cincinnati and State of Ohio requirements regarding standardized testing. Students receiving State of Ohio scholarships may be required to participate in additional state testing.

The Archdiocese of Cincinnati also requires all students to take an assessment of religious education. All students in required grade levels will take this assessment regardless of religious affiliation.

Student Support Programs

St. Columban School follows applicable guidelines for student support programs offered through these sources. As of the publishing of this handbook, St. Columban School, in partnership with the local school district and Hamilton County Educational Service Center, offers the following student support services via a multi-tiered support system (MTSS) or response to intervention (RTI) method:

Remedial Reading - A remedial reading specialist/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.

Intervention Specialist - An intervention specialist serves students in and out of the classroom that need support after being assessed in order to reach their academic potential.

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.

Gifted Intervention Specialist - A gifted intervention specialist's role is to work with students that have been identified through a set criteria to provide them additional higher-level curriculum outside of the general classroom.

School Councilor- A school councilor'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.

Temporary Home Instruction

Home instruction for children who are physically unable to attend school for an extended period may need to be provided through the local public school district. The student may need to enroll in the local public school to receive this instruction. Special consideration should be given on a case-by-case basis and in full consultation with parents/guardians, physician, school administration, and other related parties.

ATTENDANCE

The School Day

The school day begins promptly at 8:05 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. When the students arrive in the morning, they will wait in the upper lot past the gates. 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 7:35 A.M. The school is **not responsible** for students staying **after** 3:15 P.M. unless they are registered with the 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 students follow the normal school scheduled time. Half day Pre-K is from 8:05 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 for additional information regarding the program.

Students will be marked half day who are absent more than one hour but less than three hours. A student that arrives between 9:05 a.m. and 11:05 a.m. is marked half day absent.

A student that misses more than three hours of the school day is considered a full day absent. If a child arrives after 11:05 a.m., they are considered to be out for a full day. If a student leaves school before 12:00 p.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 8:30 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 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 3:00 p.m. 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.

Appointments, Scheduled Events, Vacations

When possible, medical and dental appointments should be scheduled outside of school hours.

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, non-St. Columban School extracurricular activities, or other unexcused absences, the Principal and teacher/s involved must be informed in writing **one week** prior to the absence. Work will not be provided by the teachers prior to the vacation. We encourage families to avoid taking students out of school during days when it is in session due to the interruption of instruction and consistency in the school routine. Student absences should be avoided during the IReady testing periods which are included in the school calendar.

Excessive Absence and/or Tardy

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.

Students on Ed Choice Scholarship must follow the attendance policy to retain their scholarship. To be excused, a written note must be presented to the office. Please see the following link for additional information:

[EdChoice Excused Absence Policy \(1\).pdf \(cdn-website.com\)](#)

Reporting An Absence

A student's absence must be reported to the school office by 8:15 a.m. A message left on voice mail by calling 513-683-7903, must include the caller's name, the student's name, grade number, and homeroom teacher, the date of absence, and reason for absence. Upon return to school, the parent/guardian must send a written note to the homeroom teacher stating the reason for the absence.

An unexcused absence from school will warrant proper corrective action.

ATTENDANCE UNDER SPECIAL CIRCUMSTANCES

St. Columban School is a Catholic school that abides by the teachings and rules of the Catholic Church. Faith is integrated into all aspects of the school's activities. It would be inconsistent with the school's identity and mission to teach, promote, or encourage an understanding that is contrary to Catholic teachings. Thus, a student's expression of his/her gender, sexual identity, or sexuality that is inconsistent with the Catholic faith may be considered by St. Columban School when determining whether to admit or retain a student.

Student Pregnancy

The decision to admit or retain a student in the school who has become pregnant, or caused another student to become pregnant, will be made by the pastor/president and/or principal after all involved parties have been consulted. In each case, the decision will be made with the welfare of the student(s) involved, and the common good and welfare of all the students considered.

Gender Identity

GENDER IDENTITY POLICY

According to the Catholic Faith, a person's sexual identity is rooted in one's biological identity as male or female. A person's biological identity and gender identity are considered to be one and the same.

The Archdiocese of Cincinnati has specified the following policy regarding gender identity: In Catholic schools, all curricular and extra-curricular activity is rooted in and consistent with the principles of Catholic doctrine.

Catholic schools should:

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 of a 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:

What is the specific request of the student and/or parents?

Is the request in keeping with the teachings of the Catholic Church?

Is the school reasonably able to accommodate the request?

Transportation Policies

Bus Transportation

Bus service is provided for St. Columban School by Loveland (683-3103), Little Miami (899-2941), Milford (575-1563), and Goshen (722-2229). Any information concerning bus service can be obtained from the particular transportation district. Pre-K transportation is only provided by Loveland.

The front driveway is for buses ONLY from 7:35-8:45 A.M. and 2:30-3:30 P.M. In the afternoon, the drive on the side of church is reserved for busses. 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 transportation department. 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 the public school transportation department refusing bus services to any student. At times, bus behavior becomes the responsibility of the school and applicable consequences can be applied.

Private Transportation

The upper and lower parking lots will be closed to ALL vehicle traffic during school hours unless permission is given by the school office or school resource officer. 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 auxiliary 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 approximately 3:00 P.M. after the buses have cleared the lot. Parents should enter at the church parking lot and move to the center rows nearest to the Pre-School building. A designated school personnel will begin the car rider line. Parents should 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 gym/patio by staff on duty to get into their parent's car. Staff members will be present in the gym/patio to ensure that the students are supervised. **Students may only be released to parents or an adult authorized on the Emergency Contact on the August packet.** Students remaining in the car rider line after 3:15 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 be dismissed with car riders to the gym/patio. No student may change clothes or begin practice until both coaches are present in the gym. If coaches are going to be late, the school office must be notified.

Students who are leaving as a team during school hours or during dismissal must be signed out by the coaches in the school office.

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 park in the front of the school or church parking lot. **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.

HEALTH AND SAFETY

St. Columban School follows the following Archdiocese of Cincinnati mandate and R.C. § 3313.713 regarding administering medication to students.

Administering Medications to Students (R.C. 3313.713)

Each school shall adopt a policy on the authority of its employees to administer drugs prescribed to students enrolled at the school. That policy must either: (1) prohibit, except as otherwise required by federal special education laws, employees from administering drugs, or (2) authorize designated employees to do so.

In the event the school adopts a policy allowing designated employees to administer drugs to students, the designated employees must be either: (a) licensed health professionals, or (b) have completed a drug administration training program conducted by a licensed health professional and considered appropriate by the school. Likewise, if the school adopts a policy permitting the administration of medication, that policy also may provide that certain drugs, types of drugs, or types of procedures should not be administered or used.

A school which elects to have a policy allowing the administration of drugs to its students may administer the drug only after all of the following occur:

- 1) The school receives a written request, signed by the student's parent or guardian, that the drug be administered to the student. This request should include a statement that the parent/guardian releases the school and its employees from any and all liability for damages or injury resulting directly or indirectly from the presence of the medication in the school or its use by the student;
- 2) The school receives a statement, signed by the prescriber, that includes the following information:
 - a) The name and address of the student;
 - b) The school and class in which the student is enrolled;
 - c) The name of the drug and the dosage to be administered;
 - d) The times or intervals at which each dosage of the drug is to be administered;
 - e) The date the administration of the drug is to begin and end;
 - f) Any severe adverse reactions that should be reported to the prescriber and one or more phone numbers at which the prescriber can be reached in case of an emergency; and
 - g) Special instructions for administration of the drug, including sterile conditions and storage.
- 3) The parent or guardian agrees to submit a revised statement signed by the prescriber if any of the information provided immediately above in (2)(a)-(g) changes;

- 4) The employee(s) designated by the school to administer the drug receives a copy of the statement set forth in (2) and (3), immediately above;
- 5) The drug is received by the employee(s) designated by the school to administer the drug to the student for whom the drug is prescribed in the container in which it was dispensed by the prescriber or licensed pharmacist;
- 6) any other procedures required by the school are followed.

If the school adopts a policy permitting the administration of drugs to its students, the school shall keep and retain copies of: (a) all written requests by a student's parent or guardian to administer the drugs; and (b) all prescriber statements noted above. The school shall keep and retain copies of all medical records pertaining to each drug a student receives in that student's respective file. The school also must establish a secure and locked location in each building for the storage of drugs to be administered. Drugs that require refrigeration may be kept in a refrigerator in a place not commonly used by students.

The possession or use of non-prescription, over-the-counter medication during school hours is discouraged. Administration of these medications (i.e. throat lozenges, acetaminophen drugs such as Tylenol and Datriil, etc.) should be determined on the local school level, if the school determines that adequate personnel are available, and as long as appropriate permission forms are on file. The school will not administer aspirin to students because of its connection to Reye's Syndrome. At the discretion of the principal, the school may require that medication be kept by school personnel until the student needs to use it.

Notwithstanding the above, a student may possess and use an epinephrine autoinjector to treat anaphylaxis, subject to the following conditions. First, the school must have written approval from the student's parent/guardian. Second, the school must have written approval of the prescriber of the autoinjector. The prescriber's written approval must include the following:

- (1) The student's name and address;
- (2) The names and dose of the medication contained in the autoinjector;
- (3) The date the administration of the medication is to begin and end, if known;
- (4) Acknowledgment that the prescriber has determined that the student is capable of possessing and using the autoinjector appropriately and has provided the student with training in the proper use of the autoinjector;
- (5) Circumstances in which the autoinjector should be used;
- (6) Written instructions that outline procedures school employees should follow in the event that the student is unable to administer the anaphylaxis medication, or the medication does not produce the expected relief from the student's anaphylaxis;
- (7) Any severe adverse reactions that may occur to the child using the autoinjector that should be reported to the prescriber;

(8) Any severe adverse reactions that may occur to another child, for whom the autoinjector is not prescribed, should such a child receive a dose of the medication;

(9) At least one emergency telephone number for contacting the prescriber in an emergency; (10) At least one emergency telephone number for contacting the parent/guardian; and (11) Any other special instructions from the prescriber.

The school also must have received a backup dose of the anaphylaxis medication from the student's parent/guardian. And in the event a student or school employee has to administer anaphylaxis medication to the student, the school must immediately thereafter request assistance from an emergency medical service provider.

Medication Administered at School

The school nurse, or designated school personnel, who has completed a drug administration training program, conducted by a licensed professional, may administer medication (prescription and over the counter) upon proper completion of a signed medical authorization form. This must be signed by the parent(s)/guardian(s) and prescribing - 19 - physician. A note from the student's parent/guardian or verbal permission is not considered acceptable for school personnel to administer medication.

Medication sent to the school must be in its original container and have an affixed label indicating the student's name, name of the medication, dosage, route of administration and times of administration. Medication shall be brought to the office in the original bottle by the parent/guardian.

No medicine (prescription or over the counter) may be kept by the student in the desk, backpack, lunch box, etc. or on his/her person. Exceptions may apply such as treatment for food allergies, asthma, or diabetes.

DIABETIC CARE POLICY

St. Columban School complies with Section 3313.7112 of the Ohio Revised Code regarding diabetes care.

St. Columban School is committed to ensuring students who have diabetes receive appropriate and needed diabetes care in accordance with an order signed by the students' treating physician. Such care must include the following:

1. Checking and recording blood glucose levels and ketone levels or assisting the student with checking and recording these levels;
2. Responding to blood glucose levels that are outside of the student's target range;

3. In the case of severe hypoglycemia, administering glucagon and other emergency treatments as prescribed;
4. Administering insulin or assisting the student in self-administering insulin through the insulin delivery system the student uses;
5. Providing oral diabetes medications;
6. Understanding recommended schedules and food intake for meals and snacks in order to calculate medication dosages pursuant to the order of the student's treating physician;
7. Following the treating physician's instructions regarding meals, snacks, and physical activity;
8. Administering diabetes medication, as long as the administration is performed by a school nurse or, in the absence of a school nurse, a school employee who is trained in diabetes care under Section 3313.7112(E) of the Ohio Revised Code.

Within 14 days of receiving an order signed by the treating physician of a student with diabetes, the school shall inform the student's parent, legal guardian, and/or other person having care or charge of the student that the student may be entitled to a school accommodation plan regarding the student's diabetes.

School Administration of Diabetes Medications

Diabetes medication may be administered by a school nurse or, in the absence of a school nurse, a school employee who is trained in diabetes care under Section 3313.7112(E) of the Ohio Revised Code and so long as all of the following are satisfied:

- 1) The school receives a written request, signed by the student's parent, legal guardian, and/or other person having care or charge of the student, that the drug be administered to the student.
- 2) The school receives a statement, signed by the prescriber, that includes all of the following information:
 - a) The name and address of the student;
 - b) The school and class in which the student is enrolled;
 - c) The name of the drug and the dosage to be administered;
 - d) The times or intervals at which each dosage of the drug is to be administered;
 - e) The date the administration of the drug is to begin;

- f) The date the administration of the drug is to cease;
 - g) Any severe adverse reactions that should be reported to the prescriber and one or more phone numbers at which the prescriber can be reached in an emergency;
 - h) Any special instructions for administration of the drug, including sterile conditions and storage.
- 3) The parent, legal guardian, or other person having care or charge of the student agrees to submit a revised statement signed by the prescriber to the school if any of the information provided by the prescriber pursuant to section (2) above changes.
- 4) The person authorized by the school to administer the drug receives a copy of the statements referenced in section (2) and (3) above.
- 5) The drug is received by the person authorized to administer the drug to the student for whom the drug is prescribed in the container in which it was dispensed by the prescriber or a licensed pharmacist.
- 6) Any and all other procedures required by the school are followed.

If a drug is administered to a student, the school shall acquire and retain copies of the written requests required by section (1) above and the statements required by sections (2) and (3) above. Additionally, the school shall ensure that by the next school day following the receipt of any statement required by sections (2) and (3) above, a copy is given to the person authorized to administer drugs to the student for whom the statement has been received. Diabetes medication that is to be administered at school shall be kept in an easily accessible location.

Parents, legal guardians, and/or other persons having care or charge of the student with diabetes are responsible for providing the needed medication and supplies (including but not limited to foods for treating low blood glucose) for the student.

Student Administration of Diabetes Medications

On written request of the parent, legal guardian, and/or other person having care or charge of a student and authorization by the student's treating physician, a student with diabetes shall be permitted during regular school hours and school-sponsored activities to attend to the care and management of his/her diabetes in accordance with the order issued by the student's treating physician so long as that physician determines that the student is capable of performing diabetes care tasks. The student shall be permitted to perform diabetes care tasks in a classroom, in any area of the school or school grounds, and at any school-related activity, and to possess on his/herself at all times all necessary supplies and equipment to perform these tasks. If the student or the parent, legal guardian, and/or other person having care or charge of the student so requests, the student shall have access to a private area for performing diabetes care tasks.

If the student performs any diabetes care tasks or uses medical equipment for purposes other than his/her own care, the school may revoke the student's permission to attend to the care and management of the student's diabetes.

Non-Restriction Disclaimer

The school shall not restrict a student who has diabetes from attending the school on the basis that the student has diabetes, that the school does not have a full-time school nurse, or that the school does not have an employee trained in diabetes care. The school shall not require or pressure a parent, legal guardian, and/or other person having care or charge of a student to provide diabetes care for the student with diabetes at school or school-related activities.

ST. COLUMBAN SCHOOL POLICY ON STUDENT USE OF MARIJUANA

St. Columban School is committed to providing the most optimal educational environment for all of its students. Drug abuse is a significant problem throughout our society, and it can have devastating consequences, particularly on young people.

St. Columban School maintains a policy of zero tolerance for students' use of marijuana, in particular due to its continued criminalization under federal law. Therefore, any student who uses, possesses sells, distributes, purchases, or is under the influence of marijuana may be subject to discipline, up to and including expulsion. For purposes of clarity, this policy applies in all respects and with equal force regardless of whether a student holds a prescription or recommendation from a health care provider and regardless of a student's status as a medical marijuana cardholder under Chapter 3796 of the Ohio Revised Code. A positive drug test for marijuana will be treated the same as a positive test for any other illegal or controlled substance.

Child Protection

St. Columban School follows all Archdiocese of Cincinnati mandates and R.C. § 2151.421 regarding reporting suspected child abuse or neglect.

Immunizations

St. Columban School complies with the minimum immunization requirements set forth by R.C. 3313.67 and 3313.671. Although St. Columban School complies with those minimum requirements, it also retains discretion to enforce stricter requirements at any time, for instance, by requiring vaccination even over a parent's/guardian's conscience or religious conviction, objection, or by revoking a previous exception.

HEALTH SCREENINGS

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. Screenings for scoliosis are currently performed during gym classes for the 5th, 6th, 7th, and 8th grades. Parents are contacted for any failing or questionable results and will be instructed whether further medical care is advised.

Lice

Any student diagnosed with lice at home or during the school day will not be able to return to school until they have been treated and cleared by the school nurse.

Severe Food Allergies

If you have a student diagnosed with a severe food allergy, please contact the school nurse to initiate an emergency plan and review our school food allergy policy. We also strongly suggest that you personally contact the food services department at Milford Schools to make them aware and offer any concerns.

We offer several options in our policy to provide a safe learning environment for your child. We want parents and students to feel secure in choosing what is appropriate for their situation.

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 or Auvi-Q device.

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 unless we are provided with specific instructions stating otherwise, signed by their physician.

If your child has been advised by your medical provider not to participate in P.E. (gym) class due to an injury, that student may not participate in the normal recess activities either.

Safety Plan

St. Columban School files a completed safety plan with the state of Ohio annually. This plan contains policies and procedures for school staff and students to follow in the event of a variety of natural and manmade crisis situations. St. Columban School also follows the requirements for necessary fire, evacuation, and tornado drills and files a semi-annual report with the state.

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 Drills

Tornado drills are practiced throughout the school year. 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.

Lock Down/Evacuations

A lock down/evacuation plan has been implemented in case of an emergency. These drills are practiced throughout the school year.

In the event of an emergency, please do not call the school because communication may be limited and the school may not be answering the phones. A Parent Alert will be sent out as soon as possible with information and instructions. The children will not be released to anyone without written permission on the Emergency Contacts form in the August packet.

**SEE SOMETHING - DO SOMETHING
FOR OUR SAINT COLUMBAN COMMUNITY
WHO TO CONTACT - WHEN:**



**ST. COLUMBAN
SCHOOL**



EMERGENCY: CALL 513-677-7000 OR 911

- *Fire *Injury *Social Media Threat
- *Police/Fire/EMS needed incident

URGENT: CONTACT 513-683-7903

- *Unknown visitor on school campus
- *Something you see that just doesn't seem right
- *Inappropriate social media content
- *No immediate danger, but someone needs to know now

AWARE: EMAIL safety@stcolumban.org

- *No Immediate danger/need, but making school aware
- *Please be aware this occurred
- *Seeing the same person on campus after hours

STUDENT CODE OF CONDUCT

St. Columban School is a caring and supportive Catholic faith community, and as such, parents/guardians, teachers, and classmates should expect to be treated in a Christian manner. All members of our community are expected to be respectful and polite to each other at any time and place.

Discipline will be administered fairly but firmly, whenever an individual's action interferes with the rights of teachers to teach or the students to learn, or otherwise disrupts the educational environment. All adults on the staff are responsible for student discipline. Students who fail to follow these rules are subject to disciplinary policy and subsequent consequences.

St. Columban School reserves the right to require a student to participate in counseling/therapy as an ongoing means of remedying behavioral issues, or as a condition of returning to school at all. By signing this Handbook, all students and parents/guardians agree that they will provide whatever authorization is necessary for St. Columban School to speak with the counselor, therapist, or other mental health professional in such instances to ensure the students' behavioral issues have been or are being fully addressed. As with the method and extent of any disciplinary measures, St. Columban School reserves final judgement in these matters.

The code of conduct and rules stated in this handbook are not exhaustive. There may be inappropriate incidents that occur which are not stated here. In all disciplinary matters, administration and faculty reserve the right to apply disciplinary measures based on their professional and educational discretion. Additionally, please see the Conduct Disclaimer section below.

Whether in school, on the playground, or in Church, if disciplinary situations arise, the teacher and the student(s) involved will discuss the problem and plan to work toward a solution. If the seriousness or frequency of a problem warrants, the teacher will notify the principal and/or parents/guardians. If warranted, a meeting will be scheduled with the teacher, parents/guardians, and principal.

Conduct In or Out of School

Students are expected to follow the Student Code of Conduct whenever they are involved in activities of the parish, school, or when they represent the school. Any violations of the Student Code of Conduct will be reported to the parents and may result in consequences issued by the school administration.

St. Columban School reserves the right to impose discipline for unacceptable behavior that takes place off school grounds and outside school hours.

Illegal Substances

The possession, use, distribution, or sale of illegal drugs or controlled substances, tobacco products, inhalants, alcoholic beverages, and/or instruments or objects capable of inflicting harm or used in a dangerous manner are not permitted.

Harassment, Intimidation, and Bullying Policy

It is the policy of St. Columban School that any form of harassment, intimidation, or bullying is expressly forbidden.

The Parish and School's internet and computer system and equipment 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.

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.

Definition of Terms

"Electronic act" means an act committed through the use of a cellular or other 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:
 - a) Causes mental or physical harm to the other student; and
 - b) 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:
 - a) Causes mental or physical harm to the other student; and
 - b) 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. 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 professional and educational discretion and judgment.

Types of Conduct

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:

- Engaging in unsolicited and offensive or insulting behavior;
- Physical violence and/or attacks;
- Threats, taunts, and intimidation through words and/or gestures;
- Extortion, damage, or stealing of money and/or possessions;
- Exclusion from the peer group or spreading rumors; and
- 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:
 - a) Posting slurs on the Internet, websites, blogs, or social media/networks;
 - b) Sending abusive or threatening instant messages, text messages, emails, or other communications through the Internet, websites, blogs, or social media/networks;
 - c) Taking embarrassing photographs of students and posting them online or otherwise distributing them;
 - d) Using the Internet, websites, blogs, social media/networks, or electronic communication devices to impersonate another individual or circulate gossip or rumors to other students.

Complaints Regarding Harassment

Formal Complaints

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.

Informal Complaints

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.

Anonymous Complaints

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.

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, and 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.

Criminal Misconduct

Allegations of criminal misconduct will be reported to law enforcement, and suspected child abuse will be reported to law enforcement and/or Child Protective Services, consistent with the Archdiocese Decree on Child Protection and Ohio law. All School personnel must cooperate with investigations by outside agencies.

Conduct Disclaimer

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 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 relevant. Nothing in this Handbook limits or otherwise constrains the school's authority, discretion, judgment, or responsibility in any student disciplinary matters.

General Behavioral Expectations

The following general rules and expectations serve as reminders and are in support of the student.

CODE OF CONDUCT

1. Each student is responsible and accountable for his or her own actions.
2. Courtesy, respect, and consideration will be shown to all fellow students, staff, parents/guardians, workers, volunteers, visitors.
3. All students are subject to correction from any faculty or staff.
4. The School Uniform Code will be followed, including expectations for out of uniform days.
5. Improper language or gestures, deliberate injury, or threatening statements, or conduct are unacceptable and will not be tolerated.
6. Stealing, cheating, plagiarism, or forgery, including of parent(s)/guardian(s) signature(s), will not be tolerated.
7. Willful destruction of property or vandalism will not be tolerated, and parents/guardians are responsible for associated costs of repair or replacement. Accidental damage will also be subject to reimbursement of repair or replacement costs.
 8. Books and materials are to be handled with care. Books must be covered and re-covered, as necessary. Damage to books on loan is subject to a fine not to exceed the book's value.
9. Students are expected to come prepared for class and other school activities.
10. Each student is responsible for his or her own belongings. Personal items should be marked with the student's name.
11. The student's use of non-medical, personal electronics may only be used with the permission of a teacher or other staff member.
12. Weapons, or any item that could be used as a weapon or that the principal might consider to be a weapon, are not permitted at school.
13. Students are to be orderly in the halls and classrooms at all times so that a positive learning environment is maintained. Students must walk in the halls and may speak quietly. No student should be in the hall without the permission of a faculty or staff member.
14. Students are not permitted to leave the school premises during the school day without the written, signed permission of their parents/guardians. Students must also obtain the permission of the principal or teacher before leaving the school.
15. 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.

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 through behavior that allows for a conducive learning environment. **Students should help to keep these common areas clean and in working order.**

Bus Conduct

St. Columban School will comply with the local public school district's transportation policies with regards to bus service as it relates to misconduct on the bus.

Detentions, Suspensions, Expulsions

Detention

Detention for students is a **minimum** of one hour on Tuesdays from 7:00 - 8:00 a.m. Parents will be notified via detention slip which will be brought home by the student at least a day in advance. Students who are absent on the designated detention day will stay the next scheduled detention day. Failure to serve a detention without prior arrangements will 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/library/etc.
- Failure to submit school assignments
- Eating food/gum in the classroom, hallway, playground, or on field trips without permission

- Bringing any object to school that disrupts the learning environment, such as Ipods, AirPods, Apple Watch, Fitbit, or any smart device, including ear buds, computers/Kindle electronic games, toys, 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
- Writing, reading or passing notes at any time

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

- Stealing
- Using school issued computers to access social media, media, personal email, inappropriate websites, non-approved games, You-Tube or music sites, not approved by a teacher /
- A cell phone being out of the school book bag during school hours (phones must be turned off during the school day) please refer to the cell phone policy for further details
- Lying
- Cheating on assignments or tests
- Plagiarism –to use or pass off as one’s own the ideas or writings of another - this includes the use of AI (Artificial Intelligence) – any plagiarized will result in a zero with no opportunity to make it up for credit - Assignments are monitored through available technology programs.
- 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
- Ridicule or Inappropriate Comments (verbal, physical, and/or social media)
- Use of profane, vulgar, abusive language (written, spoken and/or social media) 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
- Vandalism to school property

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 be given for the day(s) of suspension with additional assignments. All work must be completed and submitted by the next school day.

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 be given for the day(s) of suspension with additional assignments. All work must be completed and submitted upon returning to school.

Any student that receives an out-of-school suspension will not be eligible to attend school sponsored field trips or overnights including, but not limited to, Camp Kern, Class Trip to Washington D.C. etc. 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

Procedures to be Followed in Cases of Suspension and Expulsion

In cases where a student is suspended, the following procedures will be followed:

- Written notification will be sent to the parent/guardian and the student stating the reason for the suspension. The notification will also include the length of time of the suspension.
- A meeting (in-person, virtual, or by phone) will be held between school representatives, a parent/guardian, and, if appropriate, the student before or during the suspension. If immediate removal of the student is required, then the meeting (in-person, virtual, or by phone) will be scheduled as soon as practical.
- When a student's behavior is threatening, physically endangers her/him or others, or causes serious disruption to the school or the educational process, he/she may be removed immediately, and the above requirements will be fulfilled as soon as practical.

In cases where a student is expelled, the following procedures will be followed:

- At the discretion of the principal, the advice of a psychologist, physician, social worker, counselor, or other appropriate persons may be sought.
- Written notice will be sent to the parent/guardian and student describing the reasons for the student's removal and proposed expulsion.
- A meeting (in-person, virtual, or by phone) will be held between school representatives, the parent/guardian, and, if appropriate, the student, prior to the expulsion.
- A report detailing the reasons for the expulsion will be sent to the Superintendent of Schools.
- A parent/guardian who believes his/her child has been expelled for insufficient reason has the right to appeal, in writing sent through US mail, to the Superintendent.

Search And Seizure

St. Columban School reserves the right to search and inspect school property used by students at any time. St. Columban School also reserves the right to search and inspect personal property when the administration (1) suspects items prohibited by the school are in a student's possession; or (2) suspects a student may be engaged in conduct in violation of the school's policies and procedures. Such items may be confiscated and appropriate action, including disciplinary action, may be taken.

Cheating and Plagiarism

Plagiarism is the act of using the ideas or words of others as one's own including AI (Artificial Intelligence). Students are instructed regarding the nature of plagiarism. Students are expected to acknowledge the ideas and words of others appropriately through conventional standards. Cheating/plagiarism will result in a student receiving a detention and zero for the assignment.

Finality of Decisions

The principal is the final recourse in all disciplinary situations and may waive or impose a disciplinary action in his/her discretion.

PARENT/GUARDIAN INFORMATION

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 teachers 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 Option C and emailed via the Parent Alert system 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 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 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](http://education.ohio.gov/Topics/Early_Learning/Preschool-Licensing)

Parent Teacher Conferences

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 outside of the instructional hours from 8:05 – 2:55. Teachers should be contacted through the school, not at home. Classes should not be interrupted for this purpose.

All parents should attend the fall conferences.

Confidentiality Regarding Students

Confidentiality of all student information is required. Administration, staff, and volunteers are expected to exercise caution in maintaining privacy regarding all matters regarding individual students.

Cooperation as Condition of Enrollment

If a student, or his/her parent/guardian, behaves in ways that hinders the school from pursuing its mission, objectives, or disciplinary norms, the administration may determine that St. Columban School is not the appropriate educational environment for that child and the child may be disenrolled. These behaviors include, but are not limited to, the following:

- Lack of respect for the school's/parish's mission, programs, and activities.
- Lack of respect for school/parish employees; hindering them from discharging their duties. •
- Lack of respect for school/parish property.

Custody Policy

Non-custodial parents have the right to information regarding student's progress unless a current court order states otherwise. St. Columban School requires a copy of the current official, signed, and dated court document that indicates custody, visitation, and educational rights.

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 with 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.

Emergency Closings

If, for any reason, classes must be canceled or delayed, an announcement will be made on the local stations and a phone message will be sent via the Parent Alert 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 Parent Alert message will be sent out for any dismissal changes.

Volunteers

Volunteers are essential to the well-being of our school programs. We welcome parent/guardian and grandparent volunteers on a variety of special occasions. When coming to school, please report to the office, sign in, and receive a visitor badge to wear while in the school. Volunteers must have completed the Safe Parish Training, an electronic (on-line) background check through Selection.com, and remain current with the scheduled Safe Parish training bulletins. It is expected that parents/guardians will follow the guidelines set forth in the Decree on Child Protection at all times. Additional details are available by accessing the Decree on Child Protection.

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.

GENERAL INFORMATION

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.

Cell Phone Policy

If it is necessary for a student to bring a cell phone to school, it is required that a parent/guardian sign the school cell phone permission slip. **A cell phone must be turned off and stored in the student's book bag** at all times during the school day (7:30 a.m. - 3:15 p.m.) or once they arrive at school. Phones must be turned off before entering the school building and may not be turned on until they have exited the school property. **Student use of cell phones while in the restroom is absolutely forbidden.**

For Grades 4 - 8 - If the phone rings during the school day, but is in the book bag and not in the possession of the student, the student will receive two signatures on their self-discipline sheet/card, the phone will be confiscated, and a parent will be required to pick up the phone from administration. If the cell phone is found on the student or anywhere outside of the student book bag, the student will receive an automatic detention, the phone will be confiscated, and a parent will be required to pick the phone from administration.

If any violation occurs the second time, the student will receive two signatures on their self-discipline sheet/card, an automatic detention and the phone will be confiscated. A parent will be required to pick up the phone from the administration, but only after the student serves the detention. For the third offense, the student will receive two signatures on their self-discipline sheet/card, an automatic detention and the phone will be confiscated until the end of the school year, at the discretion of the administration.

Extra-Curricular Activities and Sports

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.

Suspension— A student is suspended for TWO weeks for extracurricular activities:

- Who fails to maintain a “C” average or receives a failing grade in any subject at mid-term 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 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. • Students who are leaving as a team during school hours or during dismissal must be signed out by the coaches in the school office.
- For teams practicing at school, the coaches 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 two designated adults.

When a student is participating in an extracurricular activity, including but not limited to After School Care, Scouts, Fine Arts Activities, Student Council, etc., during after school hours, he or she is expected to be respectful and behaves the student is required to behave during school hours. Students who do not conduct themselves accordingly may be referred by the activity leader to the principal for disciplinary action.

Funeral Attendance 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.

In the case that a class is attending a funeral, a staff member will accompany the students. A note is required from the parent for the student to attend the funeral without a parent present.

Gifts/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.

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 coming into grades five through eight in the next school year to the Archdiocesan School Office for distribution to Catholic high schools in the archdiocese.

An opt form will be sent from St. Columban before the end of the current school year for parents who do not want their students' information included in this release. Parents who choose to restrict directory information should realize that their students **will not** receive information regarding high school enrollment, information events and testing. This information is available from individual high schools.

Library/Media Center

The school library is staffed by a librarian and parent volunteers. Grades Pre-K - 5 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. Any missing books or fees paid before report cards/high school records are released at the end of the school year.

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.

Lost and Found

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

Lunch Program

A hot lunch program is offered during the school year. Orders may be placed each morning in the homeroom. Students are **not** permitted to bring soft drinks or buy them at school. Packed lunches brought to school after 8:05 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 wastepaper 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
- Proper behavior going through the lunch line

Students with outstanding balances will receive a basic lunch and no extras may be purchased until the account is paid for in full or arrangements are made. All outstanding balances must be paid by the end of the school year or high school records and report cards will not be released.

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.

P.T.O

The Parent-Teacher Organization is a vital link of communication between 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.

Social Media

St. Columban School reserves the right to refuse admission or remove from enrollment any parent/guardian or student who posts unapproved or inappropriate photos or statements pertaining to the school, its faculty, administration, or students, or school events.

Student Directory

A family directory is published each year by the PTO. Parent permission will be obtained through forms in the opening school packet.

Technology

Use of the internet at St. Columban School is guided by the principles stated in the Archdiocesan Responsible Use of Technology Agreement. A copy of this document will be sent home for parent's/guardian's signature before a student can use the internet at school.

While St. Columban School attempts to filter internet traffic at school for the purpose of safeguarding staff and students, nothing is full-proof. It is always the responsibility of the user to comply with St. Columban School policies and the Archdiocesan Responsible Use of Technology Agreement. Further, the parent/guardian and student are solely responsible for internet usage outside of school, even if on a school issued computer or other device.

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

Student Expectations:

1. All students in PreK to 8 must submit a signed copy of the 1:1 Student Computer Responsible Use of Technology Policy.
2. Students in grades K through 4 will receive their computer the first week of school after submitting a completed signed copy of the Responsible Use of Technology Policy and required \$75.00 technology fee.
3. Students in grades 5, 6, 7 and 8 will receive their computer at the Back to School night after submitting a completed signed copy of the Responsible Use of Technology Policy and have paid the required fee.
4. Students are expected to bring their computer to school each day with the battery charged and ready for use. Students whose computers are not charged may receive a signature in grades 5 to 8 on their skill sheet or discipline card.
5. Students are expected to exercise proper care of their computers, as outlined in the general computer policies.

6. St. Columban reserves the right to reimage the computer to its original state whenever it is deemed appropriate.
7. Students are responsible for saving files to Google Drive and One Note.
8. Students are responsible for maintaining all subject folders and subfolders under the direction of the teachers. Subfolders include homework, notes, projects, classroom work, etc.
9. 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.
10. 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.
11. Students may not willfully damage or hack computers or portals, computer networks, damage printers, Viewsonics, document cameras, projectors, Interactive Flat Panel TV's, etc. Repairs for this type of damage are the responsibility of the students and parents.

Parent Expectations:

1. Parents must submit a signed copy of the 1:1 Student Computer Responsible Use of Technology Policy and pay the required technology fee.
2. Parents are expected to familiarize themselves with the information in this policy in order to help enforce proper care and usage.
3. Under no circumstances should anyone other than the St. Columban Technology Staff attempt to service the computer. 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 computer on site or sent out for repair.
4. Parents are to refrain from adding a web filter to their child's computer.
5. Parents are expected to have on-going discussions with their child about computer usage that is ethical and moral.
6. Parents are to refrain from using their child's computer for their own personal use.
7. Parents are expected to respect the teachers' right to best determine how to integrate computer technology into their subject matter.

Repair and replacement. The St. Columban technology staff will address problems if your computer stops functioning properly. Under no circumstances should you attempt to open the computer casing to repair it yourself doing so will make the repair your financial responsibility.

The help desk will be open during 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 computer can be repaired in house or if the computer will need to be sent back to the manufacturer for repair. Someone from the technical staff will notify you when the computer 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 computer must be kept for repairs or sent out for repairs. If the student is given a loaner computer, print drives may be installed on the loaner computer. The loaner computer must be returned at the time that the student's computer is picked up once it is repaired. **Loaner computers will not be made available to students who forget to bring their computer to school.**

When students receive a loaner computer, a notification slip will be sent home for a parent's signature. If the notification slip is not returned the next day, the loaner computer will be collected. After a loaner is given out for the first incident regarding the hardware of the computer, a minimum \$75.00 fee will be charged for the repair of the computer. 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. The check should be made payable to St. Columban School.

After the first repair of the student's computer, the financial responsibility for any repairs falls to the parents and student.

All replacement of batteries, cables, styluses, and computer cases are the responsibility of the students/parents. 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 \$60.00

Case \$25.00

General Computer Policies

All discipline and technology policies set forth in the Parent-Student Handbook apply to the use of computers. In addition, the following policies will apply where applicable (depending on your student's computer):

Care of equipment:

- Food, candy, and beverages are not allowed on or near computers.
- The power cable supplied with the computer should be loosely wrapped around the power brick and secured with the Velcro tie when in the carrying case.
- Computers should never be picked up by the screen.
- Protect the computer hinge by inverting the monitor into computer 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 computer cover in the same manner. Window cleaners 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 computer at school.
- Store the computer in the carrying case when it is not being used in class.

- Store the computer in the carrying case when transporting the computer outside of the school building.
- Store the computer in the classrooms with textbooks and other personal items during lunch and recess.
- Students are responsible for the storage of their own computer during “After School” events.
- Students should not store their computers in extreme temperature situations, such as a cold or hot car for long periods of time.
- Students will take their computers home each night for use, storage, and to recharge the battery.
- Students may not deface the computer or case with permanent markers, stickers or destroy identifying labels on the computer equipment.

Appropriate use of computers and related equipment:

- Students may not access their personal email.
- Students may not use their school email to contact family members, friends, other students, etc. School email should only be used for instructional purposes.
- Music, videos, and gaming software may not be downloaded onto the computer, without teacher approval.
- Students may not play or download unauthorized videos, games or sites on their computer.
- Video or photographing a fellow student, must be accompanied by a release form from that student’s parent. **This release is included in the opening school packet.**
- The **Windows logo is the only wallpaper** to be used on the student computer.
- Student computers, cases, power adapters, styluses and batteries may not be loaned to or borrowed from another student.
- Students may not give out personal information via the Internet.
- Sound will be muted at all times unless permission is obtained from the teacher.
- Headphones should be used for instructional purposes only. Use of Earbuds by students is not permitted
- Microphones and cameras are used for instructional purposes only.
- Homework assignments must be printed at home unless given permission by the teacher. Excessive printing will result in printing charges.

Theft or Loss of Personal Property

St. Columban School shall not be directly or indirectly liable for theft or loss of any personal property of students on school grounds or at school-sponsored functions. Should a student choose to bring personal belongings to school or to a school-sponsored function, the student, not St. Columban School, is personally and solely responsible for ensuring that his/her belongings are properly secured.

Students are discouraged from bringing valuable belongings to school or to a schoolsponsored function. Valuable belongings include cash, expensive electronic or digital equipment, expensive clothing, attire, jewelry, etc. Should students choose to bring such items to school or to a school-sponsored function, they do so at their own risk. Parents/guardians should take steps to ensure that any valuable items are appropriately insured.

When appropriate, St. Columban School will report to authorities and prosecute all thefts or vandalism to property.

Tuition

Tuition Aid forms, FACTS Payment Plan forms, and tuition information and deadlines for the next school year can be found in the appendix.

Textbooks

Hardbound textbooks are provided for the students and are the property of St. Columban School or Loveland School District. All textbooks, hardbound or paper, should be covered at all times. The student is responsible for loss or damage of textbooks/workbooks. Lost books that are lost are replaced at a cost to the students/parents.

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 the 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.

SCHOOL UNIFORM CODE

Parent/guardian cooperation to enforce the dress code is essential. Parents/guardians should be aware of appropriate apparel and overall appearance and should see that their children leave for school looking their best within modest limits.

Students that are consistently out of uniform will be required to contact home for a uniform compliant change of clothes.

**The dress code/policy may be amended as needed by the principal. Parents will be updated if changes occur.*

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 the 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 by the parent.

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

SCHOOL UNIFORM

Boys’ uniform, grades PreK-6

- Uniformed styled black pants or black shorts (cargo shorts are not permitted) of appropriate fit and length, no more than three inches above the knee
- Heather grey short or long-sleeved polo shirt with St. Columban logo
- White, black, or navy crew socks that cover the ankle
- Gym shoes or nice leather shoes properly tied
- Plain black uniform style Dri FIT shorts (not pants) with no emblem/symbols/brand names of appropriate length and size may be worn

Boys' uniform, grades 7-8

- Uniformed styled khaki pants or khaki shorts (cargo shorts are not permitted) of appropriate fit and length, no more than three inches above the knee
- Black short or long-sleeved polo shirt with St. Columban logo
- White, black, or navy crew socks that cover the ankle
- Gym shoes or nice leather shoes properly tied.
- Plain khaki uniform style Dri FIT shorts (not pants) with no emblem/symbols/brand names of appropriate length and size may be worn

Boys Dress Uniform for Grades 7 and 8

The boys' dress uniform is worn on days of school liturgies and pre-announced special days that will be posted on the junior high calendar. It consists of a white oxford dress shirt and uniform tie with their uniformed styled khaki pants. The white dress shirt may come from any retailer. The tie may be purchased through the Student Council at the start of the school year. 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 above the knee
- Uniformed styled black pants or black shorts (cargo shorts are not permitted), no more than three inches above the knee
- White short or long-sleeved polo shirt or turtleneck with St. Columban logo
- White, black, or navy knees socks or crew socks that cover the ankle
- Gym shoes or nice leather shoes properly tied
- Plain black uniform style Dri FIT shorts (not pants) with no emblem/symbols/brand names of appropriate length and size may be worn

Girls' uniform, grades 5-6

- Plaid culottes or skirt of appropriate length measuring no more than three inches above the knee
- Uniformed styled khaki pants or khaki shorts (cargo shorts are not permitted), no more than three inches above the knee
- Black banded short or long-sleeved polo shirt with the St. Columban logo
- Skirts may not be rolled or pinned, and the hem length must be the appropriate length as noted above
- White, black, or navy knee socks or crew socks that cover the ankle
- Gym shoes or leather dress shoes properly tied
- Plain khaki uniform style Dri FIT shorts (not pants) with no emblem/symbols/brand names of appropriate length and size may be worn

Girls' uniform, grades 7-8

- Plaid culottes or skirt of appropriate length measuring no more than three inches above the knee
- Uniformed styled khaki pants or khaki shorts (cargo shorts are not permitted), no more than three inches above the knee
- Black banded short or long-sleeved polo shirt with St. Columban logo
- White, black, or navy knee socks or crew socks that cover the ankle
- Gym shoes or nice leather shoes
- Skirts may not be rolled or pinned, and the hem length must be the appropriate length as noted above
- Plain khaki uniform style Dri FIT shorts (not pants) with no emblem/symbols/brand names of appropriate length and size may be worn

Girls Dress Uniform for Grades 7 and 8

The girls' dress uniform is worn on days of school liturgies and pre-announced special days that will be posted on the junior high calendar. It consists of a white oxford dress shirt and uniform crosstie with their skirts. The white dress shirt may come from any retailer, but the cross tie may be purchased through the Student Council at the start of the school year or at 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 black sweatshirt and jacket with the updated school logo, not including spirit wear, may be worn with any of the above uniforms.

Shoes: Shoes must be securely tied or buckled. Shoes do not have to be a solid color in design.

Shoes may not be work boot in style or shoes with lights. For safety reasons, slip-on shoes and shoes that do not fully enclose the foot, including but not limited to canvas loafers, slippers, Crocs, Ugg style boots, ballet shoes, clogs, slides, moccasins, and sandals, are not permitted.

Sperry or Sperry-like shoes (which are securely tied and fitted) are permissible *for junior high students only*.

MISCELLANEOUS POINTS FOR BOYS AND GIRLS

Boys Hair –

- Hair should be clean, neatly combed or brushed
- Hair must be above the collar and bangs must kept out of the eyes or above the eyebrows
- No mohawks, mullets, shaved designs or shaved portions of the head are permitted.
- Hair should be its natural color. No colored or highlighted hair is permitted.
- No faddish hairstyles are permitted
- All boys must be clean-shaven.

Girls Hair –

- Hair should be clean and neatly combed or brushed.
- Hair should be its natural color. No colored or highlighted hair is permitted.
- Bangs must be kept out of the eyes.
- No faddish hairstyles are permitted

Miscellaneous Points for Boys and Girls -

- No colored T-shirts or T-shirts with writing on them may be worn under uniform blouse or shirt.
- Non-uniform navy blue or black pants, 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.
- A brown or black belt is required for shorts or pants for grades 4 - 8.
- Only the top button of the shirt may be left open and all shirts that are not banned at the waist must be tucked in at all times. Shirts that are not banned at the waist must be long enough to be tucked in at all times.
- Pants must be worn at the waist.
- Skirts must be hemmed and may not be rolled or pinned at the waist.
- Boys and Girls shorts must be from the uniform company or uniform style, properly fitted, worn at the waist and no shorter than three inches above the knee. Cargo-style shorts are not permitted. Plain uniform style Dri FIT shorts (not pants) with no emblem/symbols/brand names of appropriate length and size may be worn.
- Socks must be visible above the shoe.

- The use of makeup by students is not permitted. Only clear nail polish may be worn. No Gel/shellac polish, French tips or artificial nails are permitted. Students who wear makeup and/or nail polish to school will be required to remove it.
- No cologne, perfume, body spray, or similar is permitted.
- No visible tattoos are permitted.
- Students may not write on, draw on, or decorate bodies, including real or temporary tattoos, etc.
- Any hair/fashion trend 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. Only one earring per ear in the **lower lobe** of the ear (no hoops, dangles, etc.) is acceptable for safety reasons. Ear piercing should take place during the summer months and is not an excuse for wearing extra earrings.
- No dog chains or chokers.
- One simple bracelet or two silicone bracelets may be worn, unless given by the school.
- Basic watches may be worn. Apple watches, Fitbits, or similar smart/watch devices are not permitted and will be taken away and picked up at the end of the day at the school office.
- Jewelry not in compliance will be collected and returned to the parents through the office.
- 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.

Gym uniforms are not required for PreK, K, 1, and 2 (gym shoes are still required for P.E. days). On out of uniform days the regular dress code for gym class is required. Please ensure the gym uniform fits appropriately and is washed.

OUT OF UNIFORM DRESS CODE

Girls and Boys

Continued disregard of the Out of Uniform dress code policy by a student will result in the loss of the Out of Uniform privilege.

Students that are not following the out of uniform guidelines will be required to call home for a change of clothing.

Pants, jeans, Capri pants, or sweatpants should be an appropriate size for the student and worn at the waist. Oversize, form fitting pants, or pants with holes in them are not permitted.

Shorts – knee length and no more than three inches above the knee, shorts must be worn at the waist and may not be form fitting, volleyball style or jogging shorts are not permitted.

Shirts – long enough to cover the hip area if wearing leggings, 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 fully enclose the foot. Any shoes that do not completely enclose the foot, including, but not limited to, canvas loafers, ballet shoes, slippers, Crocs, clogs, flip flops, slides, shoes with lights, and sandals are not permitted due to safety. Socks must be worn.

Girls

- Skirts/dresses of appropriate length no more than three inches above the knee.
- 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.

Uniform Company

Shaheen's and Lands' End are St. Columban's uniform providers.

Landsend.com

Shaheen's

2656 East Sharon Rd.

Cincinnati, OH 45241 (513-771-1234)

IN CLOSING

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.

APPENDICES

Appendix A [Accident Injury Form](#)

Appendix B [Archdiocesan Policy for Youth Activities/Permission Form](#)

Appendix C [Asthma Inhaler Form for Self-administration](#)

Appendix D [Decree on Child Protection](#)

Appendix E [Emergency Medical Authorization Form](#)

Appendix F [Parent/Guardian Authorization for Student Possession and Use of an Epinephrine Autoinjector](#)

Appendix G [Parent/Guardian Request for Administration of Medication](#)

Appendix H [Physician Request for Administration of Medication](#)

Appendix I [Prescriber Authorization for Student Possession and Use of an Epinephrine Autoinjector](#)

Appendix J [Responsible Use of Technology](#)

Appendix k [Social Media Policy and Media Release Form](#)

Appendix l [Volunteer Confidentiality Form](#)

Signature page included in opening packet.

PARENT/GUARDIAN AND STUDENT SIGNATURE PAGE

I/We hereby affirm that I have read the Family Handbook. I/we certify that I/we consent to and will follow all policies and procedures of the school, including everything contained in the St. Columban School Family Handbook.

Parent/Guardian Signature and Date Parent/Guardian Signature and Date

Student Signature and Date Student Grade

Student Signature and Date Student Grade

Student Signature and Date Student Grade

Student Signature and Date Student Grade

Student Signature and Date Student Grade

Student Signature and Date Student Grade

Student Signature and Date Student Grade

8/8/2024