



**Parent & Student  
Handbook  
2022-2023**

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Dear St. Columba School Family,

It might be simple enough to say that St. Columba School exists to provide a quality and faith-filled education to those who desire it. But that does not really speak to the significance of Catholic education as a critical part of the evangelizing mission of the Church. Truly, if Jesus has given himself to us as our hope and salvation, the telling of that “Good News” – the Gospel, is our priority as a people gathered in His name. Therefore, it is the essential work of our largest parish ministry, St. Columba School. Through the acquisition of knowledge and wisdom, moral development (discipleship), and the primacy of love, we desire that the Gospel reach new places in the hearts of our school community, and so bring to the world the light of God’s offer of Eternal Life and Love. Your participation in this vital ministry is not simply desired, but essential. Through this sacred ministry I pray that “Like living stones, you let yourselves be built up into a spiritual house,” to the praise of God’s Name.

Fr. Kevin F. Novack, Pastor

### **The mission**

St. Columba School teaches Gospel truth and moral value in an environment of academic excellence according to Catholic tradition.

### **Vision**

St. Columba Catholic School – A model community of learners, steadfast in mind and spirit.

### **Values**

We develop in our students respect, responsibility, self-discipline, compassion, love of learning, service, and confidence. Our actions are founded on trust, honesty, and integrity through open communication & adherence to the Gospel. We act & serve as Disciples of Christ protecting the dignity and worth of each individual.

### **Philosophy**

As a Catholic academic community, St. Columba Catholic School affirms its commitment to providing comprehensive and challenging educational opportunities for its students that will enable them to realize their full human potential - spiritually, intellectually, creatively, physically and socially. Acknowledging that God created each individual with unique talents, abilities and purpose, our school is dedicated to providing the tools with which all students can reach full maturity as loving, compassionate, forgiving, intelligent, faith-filled servants ready to meet the challenges of vocation and life-long learning with vision and responsibility.

In partnership with the families and parishes of the Four Corners Catholic Community, St. Columba School will support parents in their efforts to form their children in the Catholic faith by providing a curriculum that is grounded in Gospel values, Catholic traditions, and the ongoing ministries of parish life. In an environment of strong academic programs, we are steadfast in our commitment to help you form your children into whom you want them to be within the context of our faith culture. The Gospel of Jesus is our focus and constant point of reference. Students are encouraged to actively embrace their faith commitment through community outreach and service to others, within and through their faith community, as well as to nurture to fullness an ever-developing relationship between God, neighbor and self.

St. Columba strives to offer a Christian value-centered education to those desiring it. We shall cooperate with families to provide enrollment to our school as our financial resources allow. In gratitude and respect, we welcome all those who have and continue to work to promote a positive and comprehensive learning experience for our youth. Our goal is to develop mature individuals, committed in faith, positively embrace the challenges of society, ultimately building the kingdom of God.

**St. Columba School Principles:**

- \* Be a model of God’s love
- \* Celebrate God’s gifts
- \* Be God’s steward

Catholic schools that maintain well-managed classrooms empower their students to:

- \*Accept responsibility for their behavior
- \*Respect the rights and dignity of others
- \*Solve problems - Reconcile
- \*Make choices and decisions that are morally sound and in the best interest of all involved

Our objective is to provide a safe school, where respect and responsibility are the hallmark of our behavior. The result will be young people you will be very proud of and who will set the example as they move through high school, college and on into their personal lives and professional careers.

**Faculty**

Each teacher is qualified and holds a valid Colorado certificate or is working towards it.

<b>Linda Garcia</b>	Kindergarten	<b>Katie Nakamoto</b>	MS Social Studies
<b>Jo Lee</b>	First Grade	<b>Mariah May-Ostendorp</b>	MS Lang Arts/Theater
<b>Amy Robertson</b>	Second Grade	<b>Julie Romero</b>	MS Theology
<b>Jane Martin</b>	Third Grade	<b>Kelley Rifilato</b>	K-8 PE
<b>Jessica Washburn</b>	Fourth Grade	<b>Alisa Stuard</b>	Pre-8 Music
<b>Kelsey Bowman</b>	MS Math	<b>Melissa McKeithen</b>	K-8 Visual Arts
<b>Shawn Poettgen</b>	MS Science	<b>Nancy Tucker</b>	Student Support
<b>Lynn May</b>	MS Lang. Arts	<b>Cynthia McMahan</b>	Student Support

**St. Columba School Administration and Staff**

<b>Father Kevin Novack</b>	Pastor
<b>Kevin Chick</b>	Principal
<b>Heidi Martinez</b>	Administrative Assistant
<b>Glenn Gundrey</b>	Maintenance
<b>Gina Pastor</b>	Food Service Director – Chef

## **ST. COLUMBA ACADEMIC PROGRAM**

### **Academic Structure**

St. Columba School comprises Kindergarten through eighth grade. Kindergarten through fourth grade are self-contained classrooms. The fifth, sixth, seventh, and eighth grade classes are departmentalized into language arts, mathematics, science, religion, and social studies. All grades also have extended classrooms for Spanish, art, music, and physical education. Grades 5-8 participate in our Arts, Service, theater and an Exercise program. Students participate in classes of their preference.

### **Report Cards**

Report Cards are issued four times each year. Grades assigned on report cards and on regular assignments shall have the following meanings:

A - Excellent	100-93
B - Above Average	92-85
C - Average	84-77
D - Below Average	76-70
F - Very Poor	69 and below

### **Honor Roll**

Honor Roll is for students in grades 4-8. Students who earn a 3.5 GPA or higher in all classes they attend will receive honor roll recognition at the Prayer and Praise assembly at the end of each quarter.

### **Homework**

Homework is a useful part of the school program. It enables students to form desirable, independent study habits. It should be an outgrowth of the student's interest in the regular classroom work. It is the intention of our faculty that all home study assignments will be well planned, of a positive learning nature, and assigned in moderation. The purposes of such home study are to provide essential practice in needed skills, to train students in good work habits, to afford opportunities for increasing self-direction, to teach students to budget time, and to promote growth in personal responsibility.

- Primary (K-2) children are expected to spend an average of 20 to 30 minutes a night on homework.
- Elementary (3-5) students are expected to spend an average of 30 to 45 minutes on homework.
- Middle School (6-8) students are expected to spend an average of 60 to 90 minutes on their home assignments.
- As a "general" rule... Homework is not assigned on Fridays

Parents should contact the teacher if they believe their child's performance could be improved by adjusting the amount of home study being assigned. Students can be placed on academic

probation if they fail to take responsibility to complete their academic work. Continuing the lack of study skills may lead to dismissal at St. Columba School.

## **Make Up Work Due To Absence**

The responsibility for missed work belongs to the students. Blackbaud and other and the website may also provide needed specifics. If a child is absent, the student and/or parent must ask the teacher for a list of missing assignments. Often the best way is to email your teacher. Students may also check in at appropriate times and write the assignments in their planner. Late homework will be accepted in the following cases:

- If there is a family emergency and a note or phone call to the office attendance line from a parent is provided.
- If the child is absent due to illness.

Homework is provided for families after two days of excused absences. Students have two days for every day absent to make up work without penalty. Extensions may be provided at the discretion of the teacher

\*\*\*Parents understand that when students are taken out of school for personal reasons such as a special holiday or family vacation, teachers are not obligated to anticipate schoolwork or to provide the same for the child. When convenient, teachers will try to cooperate. Personal absences are considered an unexcused absence, and do not require makeup work\*\*\*

“Extra Credit” assignments will not be given to make up for missing, late or incomplete homework.

Teacher’s lesson plan books should document assigned homework.

## **Testing Program**

Iowa Test of Basic Skills (ITBS) are administered to grades K-8 in early spring. The basic purpose of this battery of tests is to be used as one of five assessment tools to provide information for use in making educational decisions leading to the improvement of instruction in the basic skills. This purpose is greatly enhanced through the reporting of both norm-referenced and criterion-referenced information. The basic skills tested are reading, mathematics, language arts, science, social studies and reference skills. Test scores are sent home. Student and parent conferences provide assurance of correct interpretation of the results.

## **Communications**

Teachers strive to keep parents informed of their child's progress by means of parent-teacher conferences, report cards, daily work sent home, and the Blackbaud student information system. Parents are welcome to contact the teacher to set an appointment after school hours to discuss a problem or concern, by emailing the teacher, or by telephoning 247-5527. If a parent is not satisfied with the discussion, the next step is a conference involving the teacher, parent and

principal. Anyone who wishes to visit a classroom during school hours must first make arrangements with the principal.

Our primary means of distributing information to school families is electronic, through emails and our website. Please read our weekly “Friday Focus” newsletter to remain informed about school happenings and upcoming events. Parents without internet access should request paper copies from the office. Messages will also be sent home with the children periodically. Look for school correspondence to come home in the students’ Tuesday folders (K-5). **Ultimately, the responsibility to be informed and knowledgeable about school activities and policies belongs to the parents in their role as the primary educators of their children.**

Parents are asked to keep the school informed of any significant happenings that might affect the scholastic or behavioral performance of the child. Cooperative effort will enable both parents and school to work for the benefit of the child.

### **Sacramental Program**

The policy of the school regarding the reception of the Sacraments of First Holy Eucharist (fourth grade) and First Reconciliation (second grade) follows the Pastoral directives. Attending school at St. Columba is not considered Sacramental preparation for the students. In addition, the Catholic Church believes that parents are the first and primary teachers of their children. St. Columba parish has designed its Sacramental preparation to honor this, by providing parent/family gatherings in preparation for receiving these Sacraments. These parent/child gatherings will further enrich the lessons taught to the children during religion class at school. Students and families must participate in family formation activities offered by the religious education program of the Church.

### **ST. COLUMBA SCHOOL DAY**

#### **Daily Schedule**

On regular school days, Monday through Friday, the playground is open with official supervision at 7:40. Classes begin at 7:55 a.m. and classes are dismissed at 3:05 p.m. Teacher supervision is available fifteen minutes before and after the regular school day. Regular lunch periods are in split sessions. K-2 grades have morning, lunch and afternoon recess. 3-4 have morning and lunch recess. 5-8 has lunch recess and other recess periods at the discretion of the classroom teacher.

#### **Morning Drop Off and After School Pick Up**

The gates to the playground are used for morning arrivals. For grades 5-8, entrance to the Hauser will be made from the door on the playground side. To drop off children in grades K-4, the car must be traveling south, or near the curb in front of the school. To drop children in grades 5-8, the car must be traveling north or east, or near the curb next to the Hauser building or the playground. The areas where the curbs are painted yellow are designated as “drop off zones” in the morning and no extended parking is allowed. Please drop off your child(ren) and promptly move out of the drop-off zone to allow the next car to safely drop off their child(ren).



At dismissal time, please pick your students up on the same side you use for dropoff. At 3:15, children will be placed in the After-School Program. **5th-8th Grade students may leave on their own.** Please make arrangements for your family's individual plans.

### **After-School Program**

This program runs from 3:05 p.m. until 5:30 p.m. and is designed to provide a safe and secure atmosphere for children who need extended care after school.

A certified supervisor and staff aide closely supervise this program. It is a structured program, but allows your child a choice of activities. Your child will be given a snack and will be allowed to choose from a variety of activities such as: Homework Club, arts and craft projects, games, or the time to just unwind and relax after a long day at school.

There will be no charge from 3:05 – 3:30 p.m. for your student(s) for After-School care. At 3:30 p.m., roll will be taken and if your student(s) is present there will be a \$5.00 per student charge. Roll will be taken again at 4:30 p.m. and an additional charge of \$5.00 per student will be assessed. Any student(s) not picked up by 5:30 p.m. will be charged at a rate of \$15.00 per every 10 minutes.

### **Emergency Contact**

It is an important obligation of parents to keep their children's emergency records up to date. These records are our only authorization for acting when a child is injured or ill and a parent cannot be reached. These records are kept on file in the school office.

### **Lost and Found – Student Valuables**

Items found on the school premises will be held in the hallway outside the kitchen for only a short time, and then they are donated to local charities. Come by the office or check the hallway outside the kitchen for lost items. **The school assumes no responsibility for lost articles;** students are responsible for their personal property. If it is necessary to bring valuables, leave them at the office for safe keeping.

### **Lunch**

Students will not be allowed to leave the school campus during lunchtime unless excused through proper procedures. The allocated lunch break is a total of 40 minutes, including meal and recess time. Parents are asked to honor this by having their child back in time for the start of the afternoon session. To arrive late will be noted with the child receiving a “tardy”.

Lunch counts are taken by each teacher by 8:15 a.m. each morning. The school participates in the National School Lunch Program and offers free and reduced-price lunches based on a student's financial need. Information about this program is available on the website. Do not hesitate to apply for this if you qualify. Our lunch is analyzed by USDA and meets all federal and state nutrient requirements.

Prepaid lunch credit will be available for purchase at the school office. Notice will be provided to the parent of the expiration of your child's lunch credit. Additional lunch credits may be purchased from the office. Credits are not transferable.

Visiting adults may purchase lunch at the school office at any time prior to having lunch with their child. Parents are always encouraged to share a home-prepared sack lunch or the school hot lunch with their child in our cafeteria. Please do not bring in restaurant or fast-food to share with your children in the lunchroom.

**2022-2023 Hot Lunch prices:**

Full Semester - 80 lunches @ \$5.00/lunch = \$400

1/2 Semester - 40 lunches @ \$5.50/lunch = \$220

Daily Lunch - 1 lunch @ \$6.00 (Will be recorded and billed at the end of the month)

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability.

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call (800) 795-3272 (voice) or (202) 720-6382 (TTY)> USDA is an equal opportunity provider and employer.

**ENTRANCE REQUIREMENTS**

**Entrance Age**

Children entering school for the first time must be 5 years old on or before September 1st. Immunization records are required. If a student's birthday falls close to the deadline, enrollment is at the discretion of the principal.

**Registration**

You must complete and submit a St. Columba School registration packet. You can pick up a hard copy of the registration forms at the school office, or you may complete them on our Blackbaud enrollment website. Completed registration forms, tuition agreements, and registration fees must be submitted in advance and approved by the principal. Some classes reach maximum enrollment quickly, and each student's enrollment is not guaranteed until registration materials are provided and approved.

**Health Records**

Pupils who enter St. Columba for the first time must present a Colorado Certificate of Immunization filled out by a doctor at the time of the physical examination. Those who transfer from another school located in Colorado and who have filed this certificate with the school, need

not obtain another; these records will be transferred from that school. Please make sure your child's immunizations are kept current with Colorado State Law.

## **TUITION**

### **Tuition Philosophy**

Every child should be given the opportunity to receive a Catholic/Christian education. The cost of educating a child is the joint responsibility of the family and the parish/school community. No child should be turned away because of financial needs, and in turn, every family has the obligation to support the needs of the school to the best of their ability. In situations of family separation or divorce, If one parent chooses to pay tuition, and the other parent does not, the non-paying parent forfeits his/her access to school communications and report cards as well as his/her ability to attend parent/teacher conferences or any events on campus.

### **2022-2023 Tuition Schedule and Guidelines**

#### **Kindergarten through 8<sup>th</sup> Grade:**

1 <sup>st</sup> Child	\$3775.00
2 <sup>nd</sup> Child	\$3275.00
3 <sup>rd</sup> Child	\$3025.00
4 <sup>th</sup> Child	\$2775.00
5 <sup>th</sup> Child	Free

**A non-refundable registration fee in the amount of \$300 per student is due at the time of registration.**

### **Need-Based Tuition**

For those special cases where the family cannot afford tuition, the school will negotiate tuition to a lower level subject to the restrictions stated below. It is the expectation of the school that parents or guardians entering into a negotiated agreement commit to the payment terms, consistently meet the obligation in a timely manner, and immediately communicate any anticipated or unforeseen circumstances that would prohibit meeting the negotiated payment terms.

### **Reduced Tuition Restrictions**

1. Negotiation levels will be based on the information presented to the school, including a recently filed government tax return or W2.
2. Special Tuition Agreements will be made to fulfill our mission of providing a Catholic education to any family who seeks it.
3. Any family negotiating tuition will be asked to enter into a contract to participate in school fundraisers and volunteer activities.
4. Negotiated tuition is based on annual federal free and reduced lunch schedules. Tables can be found at: <http://www.fns.usda.gov/cnd/governance/notices/iegs/iegs.htm>
5. Families qualifying for "Reduced Price Meals" will receive a 25 percent tuition discount.

6. Families qualifying for “Free Lunch” will receive a 50 percent tuition discount.
7. As long as enrollment per individual classroom permits, the St. Columba School tuition philosophy will be applied.
8. The negotiated Tuition Agreement must be completed by June 1 prior to the upcoming school year. This is a condition of student enrollment.

#### **Policies Related to Negotiation of Past Due Amounts**

Policy pertains to all amounts determined to be delinquent in accordance with the **Policy for Payment of Tuition and Related School Expenses.**

The Policy of St Columba Parish is to provide the Pastor, the Principal of the School and the Parish Business Manager latitude within the following guidelines to negotiate/renegeotiate delinquent tuition and related School expenses.

As a matter of policy the following are considered to be appropriate circumstances that would justify an amendment to the Registration Agreement:

- Force Majeure- such as a [war](#), [strike](#), [riot](#), crime, or an event described by the legal term [act of God](#) (such as [hurricane](#), [flooding](#), [earthquake](#), [volcanic eruption](#), etc.)
- Circumstances leading to a change in the status of qualification for the federal or state school lunch programs
- Death of a spouse
- Involuntary termination of employment
- Significant change in the support status for parents or other dependents.

The School does not view change in marital status (other than death) as an event leading to a renegotiation. St Columba will not under any circumstances be involved in the terms of divorce agreements. That is a matter for the courts and the parents.

The terms of the renegotiation must include specific due dates and include a provision that the entire amount be paid prior to the commencement of the next school year. A student will not be accepted for enrollment for the following school year unless the delinquent balance has been paid or settled.

The Principal and the Parish Business Manager have individual authority to renegotiate the terms of the Registration Agreement. Those terms must be in writing and both the Principal and Parish Business Manager must concur with the terms. It is suggested that the Pastor be made aware of all renegotiations.

Renegotiations that, in the judgment of the Principal and Parish Business Manager are significant, must be reviewed by the Parish Administration Commission. The Pastor retains final approval authority of all renegotiated Registration Agreements.

**Meeting the Terms of the Tuition Agreement**

1. Once the Tuition Agreement is signed by a parent or guardian, he or she must adhere to its terms. Tuition payments are due to the school office by the 10<sup>th</sup> day of each month for the term of the Tuition Agreement. Each parent/guardian will receive a monthly invoice.
2. If tuition payments cannot be met as the terms state, the parent or guardian must contact the school immediately to discuss alternative payment options and make plans to meet the obligation.

**ST. COLUMBA SCHOOL  
TUITION ASSISTANCE AND COLLECTION POLICIES**

**Background:**

St. Columba School provides a number of tuition payment options to provide the family with flexibility to meet the payment obligation in a timely manner. The amount of the payment obligation is derived from various tuition alternatives that have been developed over time in order to ease to some extent the cost of a catholic school education for families that are in need. Reductions in tuition charges are funded out of operations, specific gifts or the Adopt A Student program.

The alternative tuition plans are based on the following:

- Multiple siblings
- Qualification for federal or state lunch programs
- Other as determined by the pastor and principal

Tuition is for a full year and is due on the first day of the school year. Payment options, determined at the time of enrollment, consist of the following:

- Payment in full on the first day of the school year
- Payment on a semi-annual basis
- Payment on a quarterly basis
- Payment on a monthly basis due the 10th of the month

St. Columba Parish wishes to adopt the following policy to address circumstances when there is a lack of timely payment. This policy reflects the values of our school and parish. It was approved by the Finance Council, Administration Commission and Parish Council.

\*\*\*\*\*

**Policy for Payment of Tuition and Related School Expenses**

It is the policy of St Columba Parish that all tuition payments be made in full based on the terms indicated in the Registration Form completed at the time of enrollment. Procedures have been established in the event of non-compliance with those terms and are incorporated in the policy.

**Procedures for Non Payment of Tuition and Related School Expenses**

The following are established to provide the Pastor, Principal and staff with guidance in dealing with non-payment or non-timely payment of tuition and related School expenses. Under no circumstances will a child be removed from the School during a School term for the non-compliance with payment agreements entered into by the parents or legal guardians of the student. All payments are due no later than the 10<sup>th</sup> of the month as noted in the Registration Agreement.

The following procedures shall be performed in the event any unpaid amount of tuition or related school expenses is past due:

- Invoices are created on a monthly basis payable by the 10th of each month.

- Accounts with a balance remaining 30 days past due will be noted on monthly invoice and parent/guardian will be emailed directly with a "Past Due" notice.
- Accounts with a balance remaining 60 days past due will receive mail notice including the tuition policy and a phone call from the Parish Administrator to inquire about a situation or concern and to discuss the policy guidelines and procedures.
- Accounts with a balance remaining 90 days past due will receive email communication with notice of intent to initiate a small claims court process if not remedied within 30 days. Final notice to make significant payment or student(s) may be disenrolled.
- Accounts with a balance remaining 120 days past due will receive a final phone call from the principal, notice of child disenrollment and small claims court process started.
- Accounts with a balance remaining 150 days past due will be settled in small claims court.
- In the event the parent or legal guardian wants to establish repayment terms different than noted in the Registration agreement they must meet in person with the Parish Business Manager or Principal and any change to the payment terms must be agreed to in writing as to the reasons for the change. The Principal and Business Manager will communicate frequently regarding exceptions and will keep each other informed of agreements reached.

In the event that there is no progress in collecting delinquent amounts due or there is no meaningful communication between the parents or legal guardians of the student within a period of two months from the original and/or amended Registration Agreement the amount due will be sent to a collection agency.

1. The amount sent to collections will include the following balances:
  1. Any past due tuition payments.
  2. Any school related expenses incurred and not paid to date.
  3. Any future installments on a payment plan for tuition.
2. Once the account is sent to collections, the debtor must work with the collection agency to resolve their debt. St. Columba School will not negotiate payment plans outside of those established by the collection agency.
3. If the debtor resolves their entire debt through the collection agency, St. Columba may, at its discretion, request the collection agency to remove this event from the debtor's credit report. The collection agency will honor St. Columba's request at their sole discretion.
4. In the event the debtor requests their account to be removed from collections prior to full payment, that request must be made in writing to the Parish Finance Council. The Finance Council will review the written request and make a recommendation to the Pastor and the Principal. The Pastor acting on the advice of Finance Council will retain the final authority to remove an account from collections prior to full payment being made.

## **ST. COLUMBA OFFICE PROCEDURES**

### **Emergency Closures**

In the event that school has to be closed due to weather or any other unpredictable emergency, radio announcements will be made on area Four Corners commercial stations. If you hear of an emergency, **turn on your radio or television.**

- If Durango 9R schools are CLOSED for the day, St Columba School will be CLOSED.

- If Durango 9R schools are DELAYED until a specified time of day, St. Columba School will be OPEN at the regular start time.

St. Columba School has the option to use a “Reverse 911” system. In the event that St. Columba School is closed for any reason, We will make every effort to make sure you receive a phone call with a recorded message or text, and email to inform you of the school closure. The message will also include any details and further instructions you may need for upcoming school days. In the event of school closure, **you will always receive an email.**

When the area schools are closed or dismissed early for emergency reasons, all school sponsored activities and programs scheduled for the date or dates of the closure or dismissal will be automatically canceled or postponed, unless specifically approved by the school administration. Once a school day begins, unless the safety of the children is threatened, school will not be dismissed before regular dismissal time. This precaution is taken to assure the safety of pupils for parents who might not be aware of an early closing. In the event of such an emergency, no child shall be dismissed from school until it is determined that there is someone to pick up the child

### **Attendance**

Daily attendance at school is important; however, in case of illness or other important reasons for absence, the parent must notify the school by calling the attendance line (970) 828-9356.

If you need to pick up your child during school hours, it is helpful to office staff if you can give advance notice regarding the approximate time you will be picking up your child. Parents are to come to the school office to sign out their children. Children will not be dismissed unsupervised from the school building to meet up with waiting cars. Likewise, students will not be released to any persons other than their parents unless that person is on the emergency contact form or has written authorization from the parent.

### **Mass Attendance**

Attending Weekly school Mass is expected. Please make all appointments and other scheduled activities at times other than our school Mass. Mass is the source and the summit of all that we do. It is what connects us as a community and establishes the environment from which all students and families benefit. If Mass attendance is a concern, or an activity your family does not support, St. Columba School is certainly not the best fit for receiving an education.

### **Illness**

Parents are asked to respect the health of other students and faculty by not sending their children to school when the child is experiencing flu symptoms, a bad cough, etc. We do not recognize or reward perfect attendance.

### **Tardiness Policy**

Doctor, dental appointments, inclement weather or any other excused tardiness is decided at the discretion of the principal. The bells ring at 7:50 a.m. to call children into their classroom; at 7:55 a.m. the bell rings for classes to begin. Anyone coming after this bell is considered tardy.

It is important for students to arrive on time for school. Punctuality affords them the opportunity to begin the day with classmates and participate in the daily practices that organize their day. In addition, many students are uncomfortable entering the room after the day has begun. This can cause anxiety and bring undue attention from classmates, while also placing an added burden on the teacher.

Tardiness creates numerous interruptions and requires more time and catch-up for teachers, office staff, and administration. While we understand not all events in life can be avoided, punctuality and a strong attendance record is truly a gift you can give your student.

### **Truancy**

Any student who has skipped school or cut classes will be obligated to make up the lost time. The student will make up lost class time in After-School Homework Club under the direct supervision of the Homework Club teacher or the classroom teacher. Further assigned make-up work is at the direction of the principal. Parents will be informed and consulted about the entire process.

### **Extended Time Off**

Please contact the teacher and principal to schedule extended time off. Teachers are not expected to make special “homework” arrangements for voluntary or vacation time off. For all other extended time off situations, the school will work with families to determine a reasonable solution to individual family situations.

### **Communicable Disease**

Any student, teacher or staff member having a communicable disease will be dealt with on a case-by-case basis. Due consideration will be given to the needs and well-being of the individual(s) involved, those with whom they have contact, and the broader school/parish community being served.

### **Administration of Medication in School**

St. Columba School does not employ a licensed school nurse. Within a limited scope for the purpose of student safety and well-being, the administration of medication to students by school staff shall follow strict guidelines.

### Non-Prescription Medication

It is the policy of St. Columba School that staff shall not administer medication without a valid prescription by a licensed medical provider (see below). This includes over-the-counter medications for the control of fever, cold symptoms, simple allergies, or minor aches and pains.



### Prescription Medication

In general, prescription medication should be administered by the parent/guardian. Medications such as antibiotics requiring dosing frequency three times daily or less can generally be administered at home outside school hours. For most prescription medications requiring administration during school hours, the parent/guardian should make arrangements to administer the medication to their child. The classroom teacher should be made aware of any potential or expected side effects. Exceptions will be made for emergency medications (as noted below) necessary for the safety and well-being of the child.

### Emergency Medication

Certain conditions may pose a threat to the immediate safety and well-being of a student and may require medication administration by school staff. Common examples include asthma, diabetes mellitus, anaphylaxis (severe allergy), and seizures. Parents are strongly encouraged to discuss these or other potentially serious health conditions with appropriate school staff (i.e. school administration, classroom teacher, P.E. teacher, After-School staff) so that appropriate contingencies may be established.

When the potential need for student access to emergency medication is anticipated, the medication should be provided to appropriate school staff along with a parental consent form. Medication will not be administered by school staff without a current valid signed order from a licensed medical provider (physician or nurse practitioner) indicating: medication name, purpose, dose, dose form, route of administration, dose frequency, duration of therapy, any anticipated side effects, and drug allergies. When indicated, additional instructions for monitoring, expected response to medication, and recommendations for further care should be noted. The physician order must be accompanied by the signed consent of the child's parent/legal guardian authorizing administration of the medication. For children requiring access to such medications throughout the school year, a new order and signed parental consent will be required for each school year.

### Student Self-Administration

Grade school students (K-5<sup>th</sup>) will not be permitted to self-administer medication on school premises. Middle school students (6<sup>th</sup>-8<sup>th</sup>) may be permitted to self-administer medications only under the following circumstances:

1. The medication is for a serious health condition or for a disorder (such as ADHD) that may adversely affect school performance without access to medication during school hours.
2. The school principal has determined that self-administration of medication by the student is appropriate.
3. The school is provided with a valid order from a licensed medical provider (physician or nurse practitioner) indicating: medication name, purpose, dose, dose form, route of administration, dose frequency, duration of therapy, any anticipated side effects, and drug allergies.
4. The parent/guardian provides written consent authorizing the student to self-administer medication at the school.

5. The student carries the medication on his/her person, in a container properly labeled with the student's name and medication name and dose, and only in the amount necessary for one school day.

### Record Keeping

Student health related information shall be filed in a student health record which is separate from the academic record. Medications administered by school staff will be entered in a log with the student's name and date of birth. The log will include the medication administered, dose, date, time, and the signature of the staff member administering the medication. In addition, the parent/guardian will be notified when an emergency medication is administered to their child.

### Personnel

Parent/Guardians should take note that St. Columba School does not employ a licensed school nurse. School staff are educators who have no explicit or implied training in healthcare or the administration of medication to students. Parent/Guardians of students with serious health conditions are encouraged to discuss contingencies with their child's healthcare provider and classroom teacher.

*Questions about our medication policy should be directed to the school office or the principal.*

### **Classroom Interruptions and Manners**

Parents are not to interrupt classes for any reason while school is in session. **Parents or visitors must check in at the office prior to visiting classrooms.** Forgotten lunches and other items should be left in the school office and will be delivered to the students. The students are encouraged to be responsible to make sure they have all school supplies, musical instruments, and after school gear before they leave home.

We are working to teach the children to follow directions, beginning with quiet, courteous and safe hallways.

### **Non-School Sponsored Parties**

Students hosting parties (birthday, etc.) are encouraged to consider activities that are inclusive of the entire classroom or all students of the same sex. Students may not distribute the invitations in the classrooms, and party (birthday) activities may not be initiated from school facilities. These two details are important so that children are not inadvertently made to feel "left out".

### **School Sponsored Parties**

School parties are scheduled for three holidays: Halloween, Christmas and St. Valentine's Day. Room parents are responsible for coordinating the events on behalf of the teacher.

Birthday celebrations in school are typically held in the last ten minutes of the school day.

### **Field Trips**

Field trips enable the students to enjoy learning "on the spot". Parents will be informed of the scheduled field trips and asked to sign the Permission to Participate form sent home. Any student

who because of illness or other reasons does not participate in a field trip will be counted as absent. Parents will be invited to participate by providing transportation and assisting with supervision. Anyone who has been asked to provide transportation **must present their valid driver's license and proof of insurance as well as a volunteer packet** to the school office not less than **three (3) days prior** to the outing. The driver's insurance policy should carry a minimum coverage of \$100,000 per person / \$300,000 per accident.

Parents who chaperone a field trip should make alternate arrangements for younger siblings. Younger or older siblings or favorite relatives may not attend. The outings are designed first and foremost as educational purposes for the students; additionally, they provide unique opportunities for the students to further their relationships with one another.

### **Policy on Drivers**

Any staff member or parent driver who has had drug or alcohol related traffic offenses within the last five years will not be permitted to drive children on school sponsored or school organized field trips.

Parents interested in serving as a chaperone for field trips must submit to a background check. These forms are available from the office and must be completed in the time frame specified by the teacher. This confidential process helps the school to provide for the personal safety of each of our students.

Consumption of alcoholic beverages or drugs by school staff and chaperones on school sponsored or school organized trips is not permitted.

The following regulations govern ALL trips by the school:

1. Students must use transportation coordinated by the school.
2. Students must return via transportation coordinated by the school, unless a signed note is presented by the parent or legal guardian at the conclusion of the event to the head sponsor.
3. Students must take responsibility for observing all safety rules.
4. Students making a school sponsored trip are under the supervision of the sponsor and are expected to conduct themselves properly at all times.
5. Students making any kind of trip sponsored by the school are required to obtain a permission slip signed by the parent.
6. Students will be in uniform on field trips and school sponsored trips. Hikes or highly physical activities may warrant more athletic type dress. At a minimum, uniform shirts are expected to be worn.

## **Fundraising**

All fundraising activities conducted for the benefit of St. Columba Preschool, Elementary and Middle School and any of their attendant organizations must initially be coordinated with the Principal. This will ensure a coherent and organized program for all school fundraising activities.

## **Parent Volunteer Code of Conduct**

Parent volunteers are integral to the success of the school community. The richness of our school family is enhanced by the presence of school parents who volunteer in classrooms and in leadership roles on school projects.

Honoring the children who are present in our school is our priority. Serving as Christian role models is key; thus, when parents are present at the school in the role of volunteer, they are asked to follow these Code of Conduct guidelines:

- Honor our dress code, thereby dressing neat, modest and clean. Shorts may not be too short, no athletic wear, etc., as outlined in the student dress code section of the Parent Handbook. Gentlemen are reminded to remove their hats upon entering any building.
- Do not bring food or beverages (including coffee) into the classrooms when assisting with a special project (and preferably not during morning drop off).
- Leave cell phones set on “vibrate” when in the school buildings. Parents are to take calls outside the building.
- Respect the leadership of the teacher present in the classroom and honor his or her rules. Parents are asked not to discipline children when assisting in a room, but rather to bring the matter to the attention of the teacher.
- Use positive reinforcement rather than criticism, competition or comparison when working with the children. Use language which is inclusive of all, not derogatory.
- Remember that information in a classroom is private. Parents are not to discuss a child’s academic abilities, discipline concerns, family business, etc. (which may be exposed while in the classroom) with anyone outside the classroom. *Presence in the classroom is a privilege.* If a parent should sense something of concern (about a student) while in the classroom, they are to speak *confidentially* with the classroom teacher and/or the principal.
- Avoid creating situations where, as a parent volunteer, you are alone with a child or young person.

Parent volunteers serve as viable role models (in the classroom and on the school hosted trips/adventures). In that spirit, behaviors including smoking or using tobacco products; profanity; possession of or being “under the influence” of alcohol; being present with a fever or other contagious health dilemma; striking; spanking; ridiculing; threatening or degrading a child verbally; touching a student in a sexual or otherwise inappropriate manner; would be considered unacceptable.

## Preschool

There is a \$150 non-refundable registration fee due at the time of registration. The summer program has a registration fee of \$75. The rates are based on morning drop off time of 7:30 - 9:00am and a pick up time of 12:30, 3:30, or 4:30. 10 months of tuition for the school year is paid in nine months. The 10 week summer program will be paid in two installments. NO tuition credit is given for holidays, absences, or vacations.

	P/U	P/U	P/U	
Days	12:30	3:30	4:30	
5	\$570.00	\$725.00	\$755.00	
3	\$460.00	\$580.00	\$600.00	
2	\$415.00	\$500.00	\$515.00	
Annual 10 months	P/U	P/U	P/U	
Days	12:30	3:30	4:30	
5	\$5,700.00	\$7,250.00	\$7,550.00	
3	\$4,600.00	\$5,800.00	\$6,000.00	
2	\$4,150.00	\$5,000.00	\$5,150.00	
9 Monthly payments	P/U	P/U	P/U	
Days	12:30	3:30	4:30	
5	\$633.33	\$805.56	\$838.89	
3	\$511.11	\$644.44	\$666.67	
2	\$461.11	\$555.56	\$572.22	
Registration to be paid in May		\$150.00	For the next school year	
		\$75	For the current summer	
Summer program Tution	P/U	P/U	P/U	
	12:30	3:30	4:30	
5	\$1,425.00	\$1,812.50	\$1,887.50	
3	\$1,150.00	\$1,450.00	\$1,500.00	
2	\$1,037.50	\$1,250.00	\$1,287.50	
Two payments	P/U	P/U	P/U	
June 1 Due Date	12:30	3:30	4:30	
5	\$712.50	\$906.25	\$943.75	
3	\$575.00	\$725.00	\$750.00	
2	\$518.75	\$625.00	\$643.75	
Summer program Tution	P/U	P/U	P/U	
July 1 Due Date	12:30	3:30	4:30	
5	\$712.50	\$906.25	\$943.75	
3	\$575.00	\$725.00	\$750.00	
2	\$518.75	\$625.00	\$643.75	

## **STUDENT AND PARENT CODE OF CONDUCT**

### **Guidelines for Receiving Communion**

When Catholics participate in the Eucharist, or “Mass” as it is commonly known, whether Sunday or on a weekday, sharing in Holy Communion is our participation in the offering of Jesus’ sacrifice. Since this is a sacred encounter with the living Christ, Catholics who expect to share in Holy Communion should fast from food and drink for at least one hour before Communion, and should not be in a state of serious sin.

Our sharing in the Body and the Blood of Christ in Holy Communion is the sign and symbol of our commitment to share in the ministry of the Church and the life of Christ. Such engagement demands ongoing prayer and participation in the work, worship, and life of the Church. Those who are not able to make such a commitment through baptism and profession of Catholic faith therefore should normally not participate in communion. Exceptions to this policy would require permission from the Bishop of the Diocese.

Those who do not receive Holy Communion are invited to come forward to receive a blessing, which is signaled by crossing the hands over the chest when approaching the communion minister.

### **Student Conduct Standards**

All teachers, parents and students are to familiarize themselves with the Standards of Conduct in the Parent/Student Handbook and recommit themselves to striving to comply with those standards during the school year.

Expectations of Student Conduct: The code of conduct, in conjunction with student responsibilities, clearly describes the school's expectations of student conduct and specifies the consequences for violating the code. The purpose of this code is to help maintain the educational efficiency of the school.

Students are expected to:

- Be properly in uniform
- Demonstrate appropriate, courteous, responsible behavior
- Follow classroom rules
- Be attentive in class
- Keep their hands, feet, objects and unkind words to themselves
- Remain on campus throughout the school day
- Eat and drink in designated areas
- Maintain a clean and neat locker and desk
- Congregate in the designated areas upon arrival at school
- Represent the school properly on outside activities
- Put in best effort and complete assignments.

### **Dress Code and Personal Appearance**

St. Columba School requires that all students comply with the official Uniform Code of Dress for every school day. However, on certain school dress up days (spirit week / fun days / dances/free

dress pass) students will be allowed to dress accordingly for that event. St. Columba students' dress and appearance will be neat, clean, and reflect due regard for legitimate sensibilities that support the mission of Catholic education. St. Columba School believes that proper student attire that is clean, neat, practical, and modest, enhances the learning atmosphere and that in cooperation with the parents, students will attend school and school functions appropriately dressed. School attire should demonstrate that the student has both a sense of personal dignity and a sense of what is appropriate for the St Columba Catholic School environment. Appropriate attire takes into consideration Christian modesty, health, comfort, and pride in personal appearance, as well as avoidance of distracting influences. St. Columba School also believes that clothing and physical appearance should be an outward expression of the St. Columba Catholic community and should exemplify the school's distinction from other schools. Students and parents will be informed prior to any changes in the official Code of Dress.

### **The Official Uniform Code of Dress is:**

- Official uniform shirt that is normal fitting (navy or powder blue only). All polos and oxfords must be bought through the school.
- Uniforms must not be altered or manipulated to appear different than the intended fit.
- Uniform shirts must have the newer logo with the cross and oak leaves. The old middle school leaf logo and circle logo are no longer acceptable.
- Khaki or Navy dress pants or slacks and shorts are acceptable. Shorts must be mid-thigh or longer.
- Only school plaid scooters and jumpers are allowed (no more khaki & navy skirts).
- All pants, shorts, and scooters must be bought directly from the school.
- Belts are not required but must be uniform in nature when worn (brown, black, navy).
- Socks will only be navy or white (ankle or higher).
- Athletic-type shorts or sweatpants are not allowed with the exception of P.E. class.
- Jeans, of any color, are not allowed.
- Under shirts must be official uniform color (navy, white, or powder blue) and may not stick out below uniform shirt.
- Girls' leggings must be solid navy or white only. No novelty socks / leggings with stripes, slogans, images, or neon colors are allowed.
- NO JACKETS allowed once the students have entered the school building.
- Only official St. Columba sweatshirts or sweaters may be worn in the classroom (sweatshirts promoting St. Columba Catholic School or sweaters in accordance with school uniform colors). Must be purchased directly from the school.
- NO HOODIES allowed at all. The school will have ¼ zip sweatshirts available all year with the school crest and a ¼ zip sweatshirt with the year's theme will be available in the fall.
- Students will be fully clothed in neat, clean, and modest attire.
- Clothing will fully cover undergarments.

- Clothing will be free from tears, holes and frayed edges.
- Clothing will not be excessively tight, worn, patched, or bizarre in design.
- Sunglasses, headphones, or earplugs are never allowed with the exception of classroom use..
- Hats, caps, and scarves are not allowed inside school facilities.
- No open-toed shoes including flip-flops, sandals or slippers will be allowed.
- Hair will be natural, original hair color only. Hair needs to be worn out of the face and cleaned/well-groomed.
- All hair accessories need to be white or navy. No headbands, bows, and accessories that detract or disturb the learning environment.
- Jewelry will be limited to one bracelet and one necklace, no rings, and only stud earrings.
- Watches are allowed as long as they are non-distracting and not Apple watches (or comparable brands).
- No make-up will be allowed including nail polish and artificial nails.
- No tattoos or ink on skin.

### **Classroom Rules**

The student will come to class prepared to learn. Students will be on time with their books, pencils, homework, and materials. The student will respect the rights of other students. Students will not hit, push, kick, throw objects, put down other students or do any action which disrupts the right of other students to learn and/or feel safe. Students will respect the right of the teacher to teach. Students will follow directions of the teacher, obey the teacher, and comply with any rule established by the teacher to make the room conducive to learning.

### **Lunchroom/Playground Rules**

Students will respect the rights of other students. Students will not do any act that might injure another student physically or emotionally, such as: hitting, pushing, kicking, throwing objects, or put-downs. Students will respect themselves. Students will not do any act that will injure themselves, such as: playing in unsafe areas, using the playground equipment improperly, climbing fences, or playing outside a designated area. Students will not swear. Students will respect property. Students will not do any act which will damage property, such as: defacing property, throwing or kicking balls toward the windows, or littering on the school property. Students will obey the teachers, staff and volunteers of the school.

### **Electronic Devices**

St. Columba School does not allow students to use personal electronic devices during school hours unless approved by the administration. The use of cell phones during school hours is not permitted. St. Columba School is a dynamic tech environment that requires this policy to be in constant review and evolution.



### **St. Columba School Cell Phone Policy**

St. Columba School does not permit students to have a cell phone on them personally. Cell phones may not be used at any time during the school day. Students needing to contact parents for any reason during the school day are to speak with their teacher, and with the teacher's permission the student may make an approved phone call at the main school office.

Any student caught with a cell phone during the school day will, without exception, have the cell phone taken away. The cell phone will be brought to the school office and the respective parent will be called. First offense, students will meet with the principal. The Second offense, the parent will be required to come in and pick up the cell phone. If the circumstance occurs again, cell phone privileges for the balance of the year could be revoked and the cell phone may be kept in school possession for 45 days or the remainder of the semester, whichever is longer.

After school cell phone use: Students on the school campus during after school hours, for any school program or activity, may not use their cell phone unless they have permission to contact a parent.

### **Technology Use**

The school will provide education and resource awareness on the moral and ethical use of technology as it applies to children to include computers, computer games, television, and movies.

No food or drink will be allowed at any time while using our computers.

Parents are asked to authorize the Tech Agreement, (which will be kept on file by the technology specialist) prior to a student being given access to the Internet as part of our curriculum.

### **Rights and Responsibilities of Students**

In order to achieve a positive learning environment at school and at school-related activities, students have the responsibility to:

- Attend school daily and to be on time to all classes
- Be prepared for each class with appropriate materials and assignments
- Pursue and attempt to master the essential elements of the curriculum
- Be aware of and follow all student behavior rules and regulations
- Seek changes in school policies and regulations in an orderly and responsible manner through the appropriate channels
- Cooperate with the school staff in investigation of disciplinary cases and to volunteer information when knowledge relating to a serious offense is known
- Respect school property and the property of others

### **Discipline**

School discipline is directed toward Christian formation and orderly functioning of the total school program. A constructive form of discipline, which fosters responsibility for acceptable behavior, is more beneficial to the student than one which is entirely negative. The violation of reasonable norms of conduct demands specific disciplinary measures if reasonable behavior is to be the basis of future self-discipline. In essence, the person who has primary responsibility for student conduct is the classroom teacher. If the teacher is unsuccessful to affect a needed change in behavior, the following procedure is used:

1. The teacher and student confer and approve what sanctions should be done. If the problem needs further attention, the teacher, parents, and possibly the principal confer to work toward a solution.
2. Student meets with Principal.
3. Teacher, parents, and principal together determine further action. When circumstances warrant, the following sanctions may be used:
  - Loss of privileges
  - Detention after school hours (an after school period in which students are detained for less serious reasons) is scheduled on a regular day of the week. Should the detention be prescribed on the day of the offense, parents will be informed.
  - Constructive work, e.g. Cleaning, problem-solving, memorization and similar activities.
  -
4. At this point, a comprehensive behavior modification plan is created.

\*In the event that a disciplinary problem is not resolved through the procedures listed above, steps for suspensions or expulsion may follow.

### **Suspension**

Suspension is the temporary removal (1-5 days) of a student from school when circumstances are such that she/he can no longer be kept in school without the risk of detriment to themselves, others, the learning environment or the educational program.

#### **Directives for Suspension**

1. Only the principal has the authority to suspend a student.
2. A student shall not be suspended for more than five school days.
3. Parents shall be informed of the decision and reasons for the suspension before the child is removed from school.
4. A written record including date of the suspension, reasons and notes relating to the conference with the parents shall be signed by the parent and principal. A copy of the record must be kept in a file separate and apart from the student's permanent record.
5. As a remedial measure, the student should be provided with some type of assignment to be done during the days of suspension. Credit for such work, if any, is determined by the principal.

Grounds for suspension include, but are not limited to, the following infractions when such behaviors occur at school or school-related functions.

1. Serious and willful destruction of property.
2. Repeated and open disrespect for teachers or other school authorities.
3. Repeated disobedience of school rules after sufficient warning to students and parents.
4. Moral or legal infractions injurious to oneself or others.
5. Possession, use, sale or transfer of alcohol or other drugs.
6. Serious and/or repeated theft.
7. Cheating
8. Use or possession of tobacco or marijuana on school property.
9. Threatening or harassing conduct to other students or teachers.
10. General and consistent disruption of the learning environment negatively impacting the teacher's ability to teach and other students' opportunity to learn.

### **Expulsion**

Expulsion of a student by the principal is rare and only used if the conduct is seriously damaging to the learning environment or threatening to the physical, moral or mental well-being of oneself or others. Expulsion may also be the result of ongoing behaviors the student either refuses to or fails to correct.

### **Directives for Expulsion**

1. A record shall be kept of previous measures of remediation, counseling, probation, conferences, and/or suspensions. This documentation should include written communication between the school and family.
2. If there are circumstances of crime, scandal, immorality or disruption that constitute a threat to the physical or moral welfare of another person, the student shall be immediately suspended until the process described in numbers 2-4 can be completed.
3. A conference shall be held with parents, student, principal, pastor and teacher at which time grounds for dismissal will be presented and discussed.
4. Expulsion should be determined only after consultation with the pastor of the school. The final decision to expel a student rests with the principal and with the knowledge and consent of the pastor.
5. Once the decision has been made to expel a student, written notification of the decision must be sent to the parents.

Grounds justifying expulsion include, but are not limited to:

1. Moral and physical danger to another person.
2. Prolonged and open disregard for school authority.
3. Sustained misconduct, which interrupts the learning environment.
4. Vandalism.
5. Repeated harassment or threatening conduct to fellow students, teachers or other staff.
6. Possession, use, sale or transfer of alcohol or other drugs.
7. Possession of any type of weapon.

Behaviors	Possible Consequences
<p><b>Level 1: Minor (Inappropriate behaviors)</b></p> <ul style="list-style-type: none"> <li>▪ Disregard for school rules on school grounds</li> <li>▪ Inappropriate use of equipment or property</li> <li>▪ Inappropriate language (disrespectful/profanity)</li> <li>▪ Purposely sliding in mud, on ice, or getting wet</li> <li>▪ Inappropriate gestures</li> <li>▪ A behavior deemed by a staff/faculty member to fit this level</li> </ul>	<p><b>Level 1: Possible Consequences for Level 1 Behaviors (given by Faculty):</b></p> <ul style="list-style-type: none"> <li>▪ Warning—Have student problem-solve (Safety Patrol, re-teach expectations)</li> <li>▪ Lunch Detention (Lunchroom cleaning duty, sit at detention table)</li> <li>▪ Redirect students (change activity, play with other students, have student stay with you)</li> <li>▪ Loses play equipment use for rest of recess</li> <li>▪ Time out in other classroom (if during class time)</li> <li>▪ 5 minutes on the wall during recess</li> <li>▪ If Level 1 behaviors become chronic, move to Level 2</li> <li>▪ Documented in behavior log by Teacher</li> </ul>
<p><b>Level 2: Inappropriate behavior directed toward others</b></p> <ul style="list-style-type: none"> <li>▪ Disrespect toward another student/adult</li> <li>▪ Inappropriate language/gestures directed toward student/adult</li> <li>▪ Aggressive play (pushing/shoving/trying to hurt)</li> <li>▪ Any behavior deemed by a staff/faculty member to fit this level</li> <li>▪ Chronic Level 1 behavior warnings</li> </ul>	<p><b>Level 2: Possible Consequences for Level 2 Behaviors (given by Faculty or Admin):</b></p> <ul style="list-style-type: none"> <li>▪ Conference with student by Faculty member</li> <li>▪ Loss of privileges (use of play equipment, free time, field trips, etc.)</li> <li>▪ Up to 2 days recess detention in classroom</li> <li>▪ Student calls parents (with classroom teacher present)</li> <li>▪ Up to 2 days Detention/Custodial assistance</li> <li>▪ Documented in Behavior Log by Teacher</li> <li>▪ Possible behavior plan written (by administration) and referral to detention</li> <li>▪ If Level 2 behaviors become chronic, move to Level 3</li> </ul>
<p><b>Level 3: Danger to self or to others</b></p> <ul style="list-style-type: none"> <li>▪ Aggressive &amp; intentional behavior (fighting, hitting, kicking, pushing, spitting)</li> <li>▪ Inappropriate throwing of objects</li> <li>▪ Verbal/written threats</li> <li>▪ Leaving designated area without permission</li> <li>▪ Bullying/Harassment</li> <li>▪ Defacing school property</li> <li>▪ Chronic Level 2 behaviors</li> <li>▪ Cheating is immediate level 3 behavior</li> <li>▪ Foul Language</li> <li>▪ Any behavior deemed by a staff/faculty member to fit this level</li> </ul>	<p><b>Level 3: Sequential steps/Consequences for Level 3 Behaviors (given by Admin.)</b></p> <ul style="list-style-type: none"> <li>▪ Referral to Administrator by turning in either behavior log or event documentation form.</li> <li>▪ Parents will be notified via phone or a letter will be sent home requesting a conference. The event documentation will be sent home with the student and must be signed by a parent and returned to school.</li> <li>▪ Referral to Admin for behavior intervention plan to be written/re-evaluated</li> <li>▪ Administrator will document in school admin system</li> <li>▪ <u>1<sup>st</sup> referral</u>: Minimum of ½ day ISS and/or up to 4 days out of school suspension with reentry meeting - discretion of Principal - Student is placed on a behavior plan</li> <li>▪ <u>2<sup>nd</sup> referral</u>: Mandator 3 days suspension with possible expulsion PLUS referral to counselor and/or outside resources/agencies</li> </ul>

<p><b>Level 4: Chronic Level 3 behaviors</b></p> <ul style="list-style-type: none"> <li>▪ Illegal acts (weapons, vandalism, drugs, theft, etc.)</li> <li>▪ All Level 4 office referrals will result in parent contact.</li> <li>▪ Consequences are decided on a case by case basis with teachers, parents, and administration.</li> </ul>	<p><b>Level 4: Sequential steps/Consequences for Level 4 Behaviors (given by Admin.)</b></p> <p>**Level 4 Referrals may result in any the following (given by administration):</p> <ul style="list-style-type: none"> <li>▪ <u>3<sup>rd</sup> referral</u>: 1 Mandatoruy expulsion</li> </ul> <p>All consequences for discipline referrals are at the discretion of the principal. Expulsion always requires consultation with Parish Pastor</p>
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### **Rights and Responsibilities of Parents**

Throughout this plan *parents* also refers to a single parent, legal guardian or persons having lawful control of the students. Parents have the responsibility to:

- Make every effort to provide for physical needs of the child
- Impress upon the child the need to pay attention, obey the rules and develop proper study habits
- Be sure their child attends school regularly and promptly report and explain absences and tardiness to the school
- Participate in meaningful parent-teacher conferences
- Keep informed of school policies and academic requirements
- Show support and interest in school-related activities
- Discuss report cards and school assignments with their child
- Bring to the attention of school authorities any learning problems or condition that may relate to their child's education
- Maintain up-to-date home and work emergency telephone numbers and other pertinent information at the school
- Cooperate with school administrators and teachers.

### **Parent Behavior Policy**

Any parent that employs verbal abuse or inappropriate behavior or language in conversation with any teacher, parent or staff member may be asked to leave the school premises immediately by school personnel or law enforcement. That parent will be subject to having his or her relationship with the school reviewed by the principal and pastor.

### **Student Withdrawal on Grounds of Parental Behavior**

Normally a child is not to be deprived of a Catholic education or otherwise be penalized for actions of parents. However, parents may so significantly reduce the school's ability to effectively serve its students that the parents may be requested to remove their student from the school for any of the following reasons:

1. Refusal to cooperate with the school personnel.
2. Refusal to adhere to Diocesan or school policies and regulations.
3. Interference in matters of school administration or discipline.
4. Refusal to accept administration decisions on policy or regulation.

In such cases, reasonable effort to elicit the minimum requisite parental cooperation shall be made and documented. If such an effort does not correct the situation, then after consultation with the pastor, the principal may recommend to the parents that they withdraw their child. Documentation signed by the principal and the parents, as well as any other information or evidence of consultation with the parents on the matter, must be retained on file. If the parents refuse to accept the recommended withdrawal, the procedures for expulsion shall be followed.

### **Parental Grievance Process**

1. Teacher meeting. The first step is for the parent (or other person with a grievance) to make an appointment with the teacher (or others involved such as coach, administrator, staff, volunteer, etc.) to discuss and attempt to resolve the problem. If the parent does not feel comfortable meeting alone with the teacher, the parent can request that the principal be present. However, the intent is for the parent and the teacher to mutually work out the problem.
2. Principal meeting. If after the first meeting, the parent is not satisfied with the situation, a second meeting should be arranged with the parent, teacher and principal. The principal will act to mediate unresolved issues by recommending specific action for the teacher and/or the parent.
3. If steps 1 & 2 have been completed and the parent feels that their concerns have not been adequately addressed then a grievance form (see form at end of this policy statement) is filed with the principal and kept on record. This form should be signed and dated by the parent and the principal. The grievance will also be shared with the pastor for input and guidance.
4. If three grievance forms have been filed about the same situation, or at the principal's discretion, the principal will arrange a grievance review between the parent, teacher, principal, pastor, and a member of the School Ministry Advisory Commission. Or as an alternative, the principal may elect to have the pastor act as the review group. The review group would make a recommendation for action to the principal.
5. Administrative ruling by the principal.

### **PARENTAL GRIEVANCE FORM**

Name of Parent(s) Submitting Form: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

Name of Teacher: \_\_\_\_\_

Date(s) of Incident(s): \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

Description of Incident(s): \_\_\_\_\_

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Parent-Teacher Meeting:

Parent-Principal Meeting:

Date Held: \_\_\_\_\_

Date Held: \_\_\_\_\_

Those Present: \_\_\_\_\_

Those Present: \_\_\_\_\_

Submitted by: \_\_\_\_\_  
Signature

Principal: \_\_\_\_\_  
Signature

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**Non-discrimination**

Federal law prohibits discrimination on the basis of sex, age, ethnic and national origin and disability (if, with reasonable accommodation, the needs of the disabled person could be met). Catholic schools may give enrollment preference to Catholic students and may give hiring preference to Catholic teachers and employees.

**Asbestos in the School Building**

As a result of previously conducted inspections and laboratory analysis of the test samples, it has been determined that a certain amount of asbestos exists in the school and the Hauser building.

Encapsulated friable asbestos in the school building is found only in the form of pipe insulation, in some areas of the crawl tunnels under the building, in the boiler room, close to the ceiling above the stage, and against the walls of two storage closets offstage. There is also an indication that a small amount of non-friable ACM (asbestos containing material) may be present in the ceiling of the north/south corridor. In the Hauser building, the only indication that non-friable asbestos exists is confined to one wall in a preschool classroom.

The condition and location of these asbestos containing materials do not pose an immediate hazard to the building occupants, since they are far from the reach of anyone. However, St. Columba School has taken the necessary actions through management planning so that the

environment within its school buildings stays safe for all concerned. If you have any questions and/or concerns, please contact the office at 247-5527.