



Saint Columbkille School

A Tradition of Excellence

Spirit • Scholarship • Service

FAMILY - STUDENT HANDBOOK

2026-2027

SAINT COLUMBKILLE SCHOOL

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“WITNESS TO JESUS”

Mission Statement



Supporting Military Families

Table of Contents

MISSION	3
VISION	3
BELIEF STATEMENTS	3
RELIGIOUS EDUCATION PROGRAM	4
GENERAL INFORMATION- Admission, withdrawal, transfer policies	5
AVAILABLE SCHOLARSHIPS	7
Tuition Assistance Scholarship	7
ATTENDANCE	8
BEFORE AND AFTER CARE PROGRAM	9
ARRIVAL PROCEDURES	9
DISMISSAL PROCEDURES	10
DISMISSAL/TRANSPORTATION CHANGES	10
BUS TRANSPORTATION AND EXPECTATIONS	11
EMERGENCY CLOSINGS	12
VISITORS AND VOLUNTEERS	12
RESPECTING SCHOOL PROPERTY	13
STUDENT RECORDS	14
ACADEMIC PROGRAM	15
A TRADITION OF EXCELLENCE IN SERVICE	20
RECESS and LUNCH PROCEDURES	21
COMMUNICATION	21
Websites	22
HEALTH AND SAFETY ISSUES	22
DRESS CODE	24
CODE OF CONDUCT	29
MAJOR INFRACTIONS	33
ACCEPTABLE USE OF TECHNOLOGY	41
NON-DISCRIMINATION STATEMENT	45
Student and Parent Agreement	46

****Teachers and staff review the Family Handbook annually. ****

****Teachers and staff reserve the right to make changes as needed. ****

MISSION

Educate the whole child in partnership with families to ensure our students grow in faith, academics, and character to become lifelong learners.

VISION

To inspire lifelong learners and responsible community members by integrating faith-based values throughout our curriculum.

BELIEF STATEMENTS

We believe that each child is a child of God with unique needs and gifts.

We believe that education is a collaboration between the faith community, teachers, students, and parents.

We believe we are here to love and serve God and others; living a Christ-filled life.

RELIGIOUS EDUCATION PROGRAM

The Church's social teaching is a rich treasure of wisdom about building a just society and living lives of holiness amidst the challenges of modern society.

Key themes that are at the heart of our Catholic social tradition include the dignity of the human person with rights and responsibilities, the call to family and solidarity with our neighbor, care for the poor and needy, the dignity of workers, and care for God's creation. To integrate the Catholic Christian philosophy and social teachings into the daily school program is the goal of the Saint Columbkille School Religious Education Program.

Daily prayer and religious lessons, Eucharistic celebrations, weekly classroom visits by our parish priests, Sacramental preparation and practice (Reconciliation, Holy Communion, and Confirmation), seasonal prayer gatherings, and a multitude of service projects support this endeavor. Policies and procedures reflect the call to Christian experience- the Catholic Christian message, worship, community, and service.

The student body participates monthly in the celebration of Liturgy. Students also observe and celebrate the seasons of the Liturgical year to provide opportunities for enriching and deepening our students' faith lives while increasing their understanding of our Catholic Tradition. The students in grades 2 through 8 also have the opportunity to celebrate the Sacrament of Reconciliation during the seasons of Advent and Lent. Parents/Guardians are invited to all liturgical celebrations.

Parents/Guardians of 2nd and 8th graders will be required to participate in parent meetings prior to their child receiving the sacraments of Reconciliation (grade 2), Eucharist (grade 2), and Confirmation (grade 8). Parents are encouraged to attend these liturgical celebrations. It is the parent's privilege and responsibility to assist their child in his/her preparation to receive these sacraments.

Our students are welcome to serve the Saint Columbkille Parish by becoming Altar Servers. Altar Serving is open to both boys and girls in grades 5-8. After training, the servers assist in the celebration at Sunday, weekday, and holy day Masses; as well as weddings, funerals, and other liturgical services.

GENERAL INFORMATION

Admission Policy

1. All current and new families must enroll in St. Columbkille School **annually** through our Student Information System, Digital Academy. The application link is available on the school website for new and interested families. A private enrollment link is emailed to current families and new families who are accepted through the initial application link.
2. Saint Columbkille School admits students of any race, color, national origin and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school.
3. When students seek admission to Saint Columbkille School into the normal entry grades, Saint Columbkille School assumes that the requested admission is for legitimate and proper reasons.
4. Admission is made through formal registration which may include an interview process with the principal. A registration fee and student service fee, original birth certificate, Baptismal certificates, and the student's immunization records are presented at the time of registration.
5. A child entering **Kindergarten** must be 5 years old by August 1 of the year he or she starts school.
6. A child entering **Pre-Kindergarten** must be 4 years old by August 1 of the year he or she starts school.
7. A child entering **PreSchool** must be 3 years old by August 1 of the year he or she starts school, **and fully potty trained**.
8. Enrollment for all students is for **one year and may be reconsidered** for the following year for academic, financial, and/or behavioral reasons. This determination will be made by the principal and pastor.
9. When necessary, a student may be placed on academic and/or behavioral probation. If for any reason the student does not comply with the probation contract, his/her parents/guardians will be asked to withdraw him/her from Saint Columbkille School.
10. If a student who is enrolled or who is seeking enrollment has special needs which cannot be met by the school faculty and staff, it is recommended that this student be enrolled in another school program to better meet the student's needs. If this information is not presented upon enrollment, the student may be dismissed from St. Columbkille School.
11. New families - If your child/ren have received support services at the previous school (IEP document, 504's, counseling, behavioral, etc.), you must disclose this information upon enrollment. Failure to provide this information may result in dismissal from St. Columbkille School due to dishonesty and the school's inability to adequately ensure the success of your child.
12. Please refer to the Admissions Policy and Guidelines.

STUDENT WITHDRAWALS AND TRANSFERS

Notice of Withdrawal

Parents/guardians who plan to withdraw their child from St. Columbkille School must provide written notice to the principal as soon as the decision is made. Please allow proper notice when possible to allow adequate time for the preparation of records and to ensure a smooth transition for the student.

Withdrawal Process

To officially withdraw a student, parents/guardians must:

1. Submit a written withdrawal request to the principal including the student's name, grade, last day of attendance, and reason for withdrawal (if willing to share)
2. Return all school property, including textbooks, library books, technology devices, and uniforms (if applicable)
3. Complete an exit interview with the principal or designated administrator (optional but encouraged)
4. Settle all outstanding financial obligations, including tuition, fees, and any other charges

Transfer of Records

Upon receipt of a written request from the receiving school, St. Columbkille School will forward academic records, including transcripts, standardized test scores, and health records. Records will not be released until all financial obligations have been satisfied and all school property has been returned.

Tuition Obligations

Families are responsible for tuition through the month in which the student withdraws. If tuition is paid annually or semi-annually, refunds will be calculated on a pro-rated monthly basis for any full months remaining after the withdrawal date. Registration fees and non-refundable deposits will not be refunded. Families who have received scholarship or financial aid may be required to return a prorated portion if withdrawal occurs before the end of the school year.

Re-Enrollment

Students who withdraw from St. Columbkille School and wish to return in a future school year must complete a new enrollment application and go through the standard admissions process. Re-enrollment is not guaranteed and is subject to space availability and the school's admission policies. All previous financial obligations must be satisfied before a student can be considered for re-enrollment.

AVAILABLE SCHOLARSHIPS

St. Columbkille Catholic School offers several scholarship opportunities that may be available to help offset the cost of educating your child.

State of Ohio EdChoice Scholarship (Traditional or Expansion)

The Educational Choice Scholarship Program provides students from designated public schools the opportunity to attend participating private schools. The program also provides low income students who are entering kindergarten through 12th grade scholarship opportunities. Families can only apply for EdChoice AFTER acceptance into St. Columbkille School. Please visit <https://tinyurl.com/54vkpn6h> to apply.

Tuition Assistance Scholarship

Families with more than one student enrolled may receive a Tuition Assistance Scholarship for additional children. The tables below illustrate the potential combinations of scholarships available from St. Columbkille.

Diocesan Needs-Based Financial Assistance

DTA is awarded annually. Applications for the academic year are accepted from January - June 1. Funds are awarded in two rounds: The round one deadline is March 15, the round two deadline is June 1. Please visit <https://online.factsmgt.com/aid> to apply.

Cleveland Scholarship

This scholarship is available to any student living within the boundaries of the Cleveland Metropolitan School District. For more information, go to <https://tinyurl.com/y2zs945k>

Jon Peterson Scholarship

This scholarship is available for students with a qualifying IEP for special education services. For more information, go to <https://tinyurl.com/yc2xd486>

Bishops' Scholarship for Excellence

Awards sixteen \$1,000 scholarships to sixth and seventh grade students in the schools within the Diocese of Cleveland. Please visit <http://www.dioceseofcleveland.org/schools/financialaid> to apply.

M. Thomas Moore Elementary Scholarship

Awards four \$500 scholarships each academic year to four elementary students in the Diocese of Cleveland. Please apply at <http://www.dioceseofcleveland.org/schools/financialaid> to apply.

ATTENDANCE

Attendance Policy

Children between the ages of 6 and 18 are required by law to attend school punctually and regularly. Regular attendance in school is compulsory according to state law Ohio Code 3321.01 and 3321.03. Irregular attendance will be investigated and reported to the proper authorities. Parents and students must accept full responsibility for regular attendance.

Parents must be aware of their obligation to have their children attend school daily unless there is a legitimate reason for excused absence.

These are:

- Death in the family.
- Serious illness in the family that makes it necessary for an older child to stay home and take care of younger children.
- Personal illness.
- Urgent medical or dental assistance (ordinarily dental and medical appointments should be made outside school hours).
- Quarantine of the home.
- Any circumstance which, in the judgment of the principal, constitutes a good and sufficient cause for absence from school.
- Family vacation (notification in advance).

Students who are chronically absent, tardy, or early dismissals miss valuable class instruction, discussion, and the continuity of work. Regular attendance is important not only for success in school, but also because it builds habits and attitudes of responsible behavior important for life. Students are responsible for making up all work missed because of absence. Teachers will be glad to give help, but it is the duty of the student to seek it and be willing to put extra time into study.

A doctor's note is required for students who are absent multiple days in a row, chronically absent/tardy, and/or excessively dismissed early.

A doctor's note is also required for any medical issue that impacts the students' school day.

Absence

When a student is absent from school, the parent/guardian is responsible for contacting the school office at **216-524-4816 by 8:15 A.M.** to state the reason for the absence. Calls may be made 24 hours a day with the voicemail system. If a call is not received, the office personnel will call the home or place of work to verify the student's absence. Parents/Guardians should request absent work to be either sent home with a sibling or picked up in the Circle Area afterschool at this time.

Please be aware that if a parent does not report the child's absence, the school has the responsibility to notify the parents of the student's absence. Parents may be called at their place of employment if necessary. We are bound by state attendance mandates and our desire to provide for the safety and best interest of the children.

If a student comes to school late due to an appointment or leaves school for an appointment, the parent/guardian is asked to come into the building and sign the “Late Arrival/Early Dismissal” book in the reception area.

Tardiness

Students must be in their homerooms by **8:00 A.M.**

Students arriving after **8:00a.m.** are considered tardy for school and can only enter the school through the main entrance. Students **MUST** be accompanied by a parent or guardian to the Circle Area. A parent or guardian must sign the student in using the Late Arrival/Dismissal sign-in/out book.

Chronic and habitual tardiness disrupts classroom routines and instruction of all students.

Parents/guardians have a legal responsibility for ensuring on-time arrival of his/her child(ren).

Students arriving at school after 8:00a.m. must be accompanied by their parent / guardian to the reception area to be signed in the ‘Late Arrival/Early Dismissal’ book. These students will be marked absent for the amount of school time that they have missed.

Absences/Tardies will be recorded as follows:

- ANY student arriving after 8:00 A.M. will be marked **‘Tardy’**
- Students who miss between 2.5 and 5 hours will be marked as **‘Half-Day Absent’** (This includes arriving late, leaving school early, and leaving/returning to school for any type of appointment.)
- Students who miss 5 or more hours of the school day will be marked as **‘Full Day Absent’**
- Students who leave early but miss less than 2.5 hours of the school day will be marked **‘Tardy/Early Dismissal’**

Vacations

Each spring a school calendar for the following school year is posted on the school’s website. Should a vacation become necessary, it is the responsibility of the parent to notify the school office and the classroom teacher in advance. Since it is difficult to predict the amount of schoolwork that will be accomplished during the child’s absence, all assignments will be given to the student upon returning to class. Students/Parents are responsible for contacting their teacher(s) regarding school work missed during this vacation and will be given appropriate time to complete the missed work upon their return to school.

BEFORE AND AFTER CARE PROGRAM

Saint Columbkille School offers a Morning Care Program (grades K-8) starting at 7:00 a.m. which includes breakfast. The After-School Program (grades K-8) begins after dismissal and is available until 6:00 p.m. A snack and an hour-long study hall to work on school/homework will be provided daily. Both programs are directed and supervised by school personnel. Registration and cost information is available through the school office and on our website.

After Care for PreSchool and PreKindergarten students - 2:45pm-4:00pm.

After School Care students may not be picked up before 3:30 p.m.

ARRIVAL PROCEDURES

The school day begins at 8:00 a.m. and ends at 3:00p.m. Students may enter the building beginning at 7:40 a.m. and are to go directly to their homeroom. Students arriving prior to 7:40a.m. should enroll in the Before/After Care Program.

Arriving prior to 7:40 am is not permitted unless your child is enrolled in our Before Care Program. School doors will remain locked until 7:40 am.

Students and parents are not permitted to enter the building or their classroom prior to this time unless he/she has made arrangements with a specific teacher to come in before school.

For the safety of our students and staff, congregating on campus during arrival and dismissal is not permitted.

Students arriving by car should be dropped off at **either** Site B (main entrance) or Site A (lower breezeway) **depending on which way you will need to exit the parking lot after dropping your children off. Parents are to remain in their car and students should exit the vehicle on the passenger side to avoid walking in front of or in between cars.**

- If you need to **turn left** onto Broadview Road upon exit, please enter by the **north** driveway, pull up as far as possible to drop off **all** of your children at **Site B** (main entrance), and drive slowly back to the north side driveway to turn left onto Broadview Road. Please, **DO NOT** pull into the Site A line to ‘double drop’ or crossover in front of the other traffic pattern.
 - If you need to walk your child into the school, please park in the spaces by the garages/trees and use the sidewalk in front of the park.
- If you need to **turn right** onto Broadview Road upon exit, please enter by the **south** driveway, pull up as far as possible to drop off **all** of your children off at **Site A** (lower breezeway), and drive slowly to the south side driveway to turn right onto Broadview Road. Please, do not cross over in front of the other traffic pattern.
 - If you need to walk your child into the school, please park in the spaces near the Parish Center and use the sidewalk in front of the school building.
- The full Morning Drop-Off Plan can be found on our website.

DISMISSAL PROCEDURES

Walkers will be dismissed from Site C (gym). Parents who meet their children to walk with them are asked to meet them at the gym door instead of the Circle area. Students are to go directly home and at all times be respectful of neighbors' property along the way home. *Any student that walks home (even periodically) needs to have a letter of permission to walk from his/her parent/guardian on file in the school office.* Students may ride bikes to or from school with permission from the Principal.

Car Riders are dismissed from either Site C (gym) or Site A (lower breezeway) only, please follow the directives outlined in the [Car Line document found at this link](#). Families are NOT PERMITTED to pick up their children from the Circle area after school, and to use the car lines **ONLY**. Drivers are asked to be cautious when entering and leaving the school property, adhering to the 10 M.P.H. speed limit. No parents/guardians will be allowed to pick up student(s) from the Circle Area between 2:30-3:15 p.m.- *You MUST use the car lines to pick up your child(ren).*

DISMISSAL NOTES:

- Two copies of a family number identification card are provided to each **new family** to the school. Students will **only** be released to vehicles displaying the family number provided by the school. All others will need to report to the school office so identification can be verified. Each family will keep the same number for the duration of their time here at our school.
- *Students need written permission to be dismissed to other families.*
- **Please note:** students who have not been picked up from the normal dismissal sites by Parents/Guardians by **3:30 pm** will be sent to After School Care, and the family will be billed accordingly.

Early Dismissal Students

Reminder: Dismissal/Transportation changes will NOT be accepted after 2:00p.m.

Email your classroom teacher and our school secretary, Theresa Gallagher, regarding early dismissal for appointments. Parents/Guardians must meet students inside the school. Students will not be called to the Circle Area until a parent/guardian has arrived. A parent or guardian must sign the student out using the Late Arrival/Dismissal sign-in/out book.

DISMISSAL/TRANSPORTATION CHANGES

NO CHANGES in dismissal/transportation plan will be accepted after 2:00p.m.

Email any and all dismissal/transportation changes to your child's classroom teacher AND our school secretary, Theresa Gallagher at tgallagher@stcolumbkillschool.org PRIOR to the school day.

***Transportation changes during the school day** - PLEASE call the office. Do not email. Teachers and staff are not checking email throughout the day.

BUS TRANSPORTATION AND EXPECTATIONS

Buses are provided by the district student(s) reside. Each district creates its own set of rules for behavior and specific procedures. In general, buses will not be provided on days when the public school district is closed due to an emergency situation (weather related, electrical problems, etc.). Parents should contact their public school district for information concerning procedures and times that bus transportation will not be provided.

Bus Riders may only ride the school bus from the district in which they live and on the bus that they have been assigned to. Students may not switch buses or ride home with a friend. Bus transportation is not available to Pre-Kindergarteners.

School bus safety is a primary concern. Rules are established to govern bus behavior for all students. It is mandatory that all students abide by these bus rules to ensure their safety and the safety of all students on the bus. Bus reports will be sent home to parents reporting any case of student misconduct. Each bus report will warrant a disciplinary consequence based on severity.

Depending upon the severity of student misconduct, the following consequences may be warranted:

First Bus Incident	Warning with contact home.
Second Bus Incident	One day suspension from riding the bus.
Third Bus Incident	Five day suspension from riding the bus.
Fourth Bus Incident	Month long (30 day) suspension from riding the bus.
Fifth Bus Incident	Suspended from bus privileges for the remainder of the school year.

If there are any questions concerning transportation, please call the transportation department of your local school district.

EMERGENCY CLOSINGS

In case of inclement weather, Saint Columbkille School is closed whenever the Parma City Public Schools are closed. Other emergency school closings may arise due to unforeseen circumstances (i.e. no water). With all closures, families will receive an emergency alert through our student information system (Digital Academy) in the form of a text message and email. The closing will also be listed on local television channels.

All families and staff members must update and ensure the correct cell phone number is listed in Digital Academy.

If an emergency occurs during the school day, students will be supervised by school staff while parents are contacted.

The St. Columbkille School calendar is approved by the number of hours we are in school, not the number of days. In the State of Ohio, students in grades K-6 are required to be in school for a minimum of 910 hours, while students in grades 7-12 are required to be in school for a minimum of 1001 hours.

At SCS, we crafted our calendar so that all students are in school for more than the required hours. By increasing our hours over and above the state minimum, we have built in numerous unplanned “days off” of school for our students. In the case that we exceed our allotted built in days, the state allows our students to have up to 3 additional days of synchronous learning. In this case, the teachers would assign work online and be available by email throughout the school day. Parents will be notified if this option is needed.

VISITORS AND VOLUNTEERS

Our priority is to protect and maximize instructional time for every classroom. Visitors are not permitted on campus during school hours. This includes lunch, recess, and birthdays.

ALL volunteers will be required to present his/her drivers’ license. The license will be run through the RAPTOR security machine. Once approved, a Visitors badge will be presented and **must** be worn at all times while on the Saint Columbkille School Campus.

The success and effectiveness of many of our school programs and activities depend upon the generosity of dedicated volunteers. Sign-up forms are available during Curriculum Night and throughout the school year as projects are planned.

Virtus Training from the Diocese of Cleveland is **required** for all faculty/staff/**volunteers**. Visit the Cleveland Diocese website (www.dioceseofcleveland.org), and then link to the Virtus program for complete information. A copy of your certificate of completion for Virtus training must be on file in the

school office. *All* volunteers must enter through the main doors and obtain a Visitor pass at the front desk.

RESPECTING SCHOOL PROPERTY

Families are financially responsible for any school property and materials that are damaged.

BOOKS: Since books are expensive both to purchase and to maintain from year to year, parents/guardians are urged to help children be responsible for all books used. Books are to be kept covered and clearly identified. Book bags/backpacks should be used at all times.

Families are financially responsible for the loss or damage of books.

COMPUTERS/TABLETS: Families are to agree to the [Acceptable Use Policy](#) as it applies to all computers/computing/ electronic equipment in the school in order for students to have access to these tools in the classroom, computer lab or library.

Families are financially responsible for the loss or damage of electronic equipment.

Students in grades 3-8 MUST sign and return a technology/device contract.

With this contract, both the student and the student's family are aware of the consequences (e.g. paying replacement costs) should anything happen to the device, the student uses the device contrary to the Acceptable Use Policy, or allows another individual not authorized to use the device.

Students in Grade 5-8 will be assigned a ChromeBook. Students will be expected to care for the ChromeBook in accordance with the Technology/Device Contract. Each day, students must come to school with his/her device **fully charged**. If the device is not fully charged, the student will not receive a 'loaner' device when his/her device is out of battery. Students may also incur a consequence due to not being fully prepared for class.

NOT PERMITTED ON CAMPUS

- Cell Phones (cell phones brought to school will be placed in a lock box)
- Smart Watches/Fitbits
- Personal and portable electronic/technology devices from home (iPads, cameras, hand-held games, etc.)
- Gum
- Candy
- Glass containers
- Skateboards or rollerblades
- Deliveries of flowers or balloons to students

****The principal has discretion to add any additional items.**

PHOTO RELEASE/AUTHORIZATION

Families complete a photo release form giving permission for photographs to be used for marketing purposes, in the yearbook, and any possible media coverage. Due to the right to privacy, parents and visitors must obtain permission to photograph/video students other than their own children.

STUDENT RECORDS

PERMANENT RECORDS: Accurate and complete individual, permanent and cumulative records shall be maintained for each student enrolled at Saint Columbkille School. These records will include students' attendance records, final grades for each subject in each grade level completed, testing scores and reports from professionals or other pertinent information which is relevant to the students' tenure at Saint Columbkille School.

ACCESS TO RECORDS: Saint Columbkille School will implement the requirements of the Family Educational Rights and Privacy Act (FERPA). Legal parents/guardians of any student who is or has been in attendance at Saint Columbkille School have the right to inspect and review the educational records of their children. Access to educational records shall be made to parents within 45 days after a written request is submitted to the principal. With the exception of the legal parent/guardian and those employees of Saint Columbkille School who would have access to educational records within the normal course of business, all student records shall remain confidential.

Change of Family Information/ Transfers / Withdrawals

Should a family change their phone number(s), place of residence, or if any changes occur within the family unit, the school office personnel are to be informed as soon as possible. If a transfer of schools is necessary, the parent / guardian must sign a release form and fulfill all financial obligations before student records will be sent to the receiving school.

Financial Information

Tuition and fees are determined by the pastor and the parish finance committee. At the time of registration each year, families sign a commitment letter regarding tuition rates and fee payments. Refer to the current letter for this information.

If changes with family situations occur during the school year and tuition payment schedules cannot be met, families are to contact the school principal or pastor as soon as possible. Otherwise, payments will be expected as scheduled. A student's diploma or transcript may not be issued until tuition and related fees are paid in full.

Financial Aid is available through the Diocese of Cleveland. Families who have enrolled in Saint Columbkille School who wish to be considered for financial assistance are asked to complete the PSAS form. These are available through the [Diocese of Cleveland website](#), and in the school office. These applications are handled by an independent third party and recommendations regarding assistance are communicated to the Parish.

ACADEMIC PROGRAM

The curriculum of St. Columbkille School is continuously studied by the teachers and administrative staff to keep subject matter current, and to provide the best educational materials, equipment, and methods available. Teachers are encouraged to implement Common Core and research-based content materials for each subject issued by the Diocese of Cleveland to meet the needs of each student and to utilize the various teaching techniques that will foster academic growth for all students.

The school's curriculum follows the Diocesan Curriculum which aligns to the standards from the State of Ohio.

Schedules for students include the following curricular areas:

Religion	Science	Social Studies	Art
Reading	Language Arts	Citizenship	Music
Mathematics	Technology	Foreign Language	Health
Physical Education	Computer		

Correlated Areas of Study include:

Character Education	Substance Abuse Education	Career Education
Human Sexuality	Multicultural Education	Study Skills
Enrichment Classes	STREAM Education	

Jon Peterson Special Needs Scholarship Program

We are an accepted provider for the Jon Peterson Special Needs Scholarship program. Parents of students with IEP's may qualify for this opportunity. For additional information visit the Ohio Department of Education Website/EdChoice Scholarship.

Services Provided at St. Columbkille School through Jon Peterson Special Needs Scholarship:

- Intervention Services
- Behavioral Services
- Physical Therapy
- Occupational Therapy
- Speech and Language Services

Remediation and Intervention

Classroom teachers use various grade level assessments (NWEA MAP, MAP screeners, IXL diagnostics, DIBELS, etc.) to provide differentiated instruction through remediation and intervention groups. Teachers use the RTI process and framework to provide targeted instruction for students performing below grade level, and track student progress throughout the school year.

HOMEWORK

Homework is an opportunity for parents/guardians to understand instructional content. Homework is meant for students to be able to continue practicing skills and strategies learned throughout the school day.

All St. Columbkille Students are required to read with someone or to someone every day.

Suggested time to be spent on home education each school day:

GRADES K-1	15-20 minutes
GRADES 2-3	20-30 minutes
GRADES 4-5	30-60 minutes
GRADES 6, 7, 8	60-90 minutes

- Individual teachers set the homework policy for their classes. Late or incomplete assignment acceptance is at the teacher's discretion.

Assessment

Assessment is an important aspect of the teaching/learning process. Evaluation helps teachers determine student progress and performance and the effectiveness of current teaching strategies and methods. Fair and accurate assessment of the student is best achieved when various types of techniques are consistently used. Assessment of learning may be tests, quizzes, home education, and the standardized testing program.

Assessment for learning may include classroom participation, cooperative group learning projects, hands-on learning experiences, and techniques reflecting multiple intelligence learning, observation and other activities where the student is actively engaged in the teaching/learning process.

Instructional and student performance objectives are aligned with Diocesan teaching and learning standards. Student performance and acquisition of grade level skills is measured by performance criteria per grade level standards. Teachers use a wide-variety of methods to assess student knowledge throughout units of study/instruction: tests, quizzes, journals, student interviews, projects, student created projects, diagnostic assessments, intermittent assessments, screeners, written responses, etc.

Grading Scale for Grades 6-8

The following grading scale has been adopted by St. Columbkille Parish School:

A+ = 100-98%	B+ = 92-90%	C+ = 84-82%	D+ = 76-75%
A = 97-95%	B = 89-87%	C = 81-79%	D = 74-72%
A- = 94-93%	B- = 86-85%	C- = 78-77%	D- = 71-70

Honors will be awarded to middle school students quarterly using the following criteria:

First Honors	good in effort / conduct	A+, A, or A- in every subject
Second Honors	good in effort/conduct	A+, A, A-, B+, B, or B- in every subject
Merit Honors	good in effort / conduct	As and Bs, one C

Computer and physical education classes will be included in the equation for honors.

Students receiving any *Code of Conduct Violations and/or In/Out of School Suspensions* in one quarter will not be eligible to receive Honors for that quarter.

At the end of each quarter, Administration will review Conduct disciplinary infractions and make decisions regarding Academic Honors on a student-by-student basis. Students receiving In/Out-of-School Suspensions, will **not** be eligible for Academic Honors. Decisions made by the Administration are final.

Participation in Saint Columbkille school-related extracurricular activities is contingent upon acceptable grades and behavior.

Standards Based Learning - Scoring for Students in Grades K-5

Student performance in grades K-5 is measured by the Standards Based Learning approach.

Classroom teachers develop lessons and activities based on Diocesan and Grade Level State Standards for student learning and performance.

Students' performance is measured based on a rubric scale with specific achievement criteria.

Grading Scale

3 Mastered: Student meets or exceeds the demonstration or knowledge of target content for grade-level learning with consistent success, accuracy, and independence.

2.5 No major errors or omissions regarding 2.0 content and partial knowledge of the 3.0 content.

2 Developing: Student illustrates base knowledge of prerequisite content, knowledge, or skills necessary for mastery of target content.

1.5 Partial knowledge of the 2.0 content, but major errors or omissions regarding the 3.0 content.

1 Assistance needed to demonstrate partial understanding of a score of 2.0 or 3.0.

Blank: Was not assessed in the grading period.

Testing Program

Participating in standardized testing programs provides data to assist the school in providing a high-quality education for the students. Saint Columbkille School partakes in the following standardized testing programs:

Measures of Academic Progress Tests (MAP Tests)

Kindergarten through 8 (Fall, Winter and Spring)

Assessment of Catechesis/Religious Education (ACRE Tests)

Grades 5 through 8

Academic Honesty

A student in a Catholic school is expected to be engaged in the academic process and to rise to the challenge of a demanding curriculum. The goal is acquisition of basic knowledge and demonstrated skills that form the foundation for further studies. A student who accepts the responsibility for his/her own performance and productivity practices the policy of academic honesty.

Academic dishonesty is cheating or the dishonest acquisition of assigned work or test/quiz results. A student who cheats on homework, class work, projects, tests, or quizzes is guilty of academic dishonesty. Copying someone else's work removes the learning component and invalidates the assignment. Plagiarism is "copying, either verbatim or in substance, the words or even the thoughts and opinions of another, without crediting the author." The sources that must be referenced include literary sources, computerized sources and another student's work.

Promotion and Retention

Consistent with the OHIO REVISED CODE, it is the principal, after consultation with teachers and parents / guardians, who makes the final decision as to the promotion of students. Diocesan guidelines will be followed.

With advanced communication between home and school, teachers may determine that it is in the best interest of a student to be retained based on student independent performance on grade level skills. If a student is consistently performing well-below grade level, it is possible that he/she will be retained the following school year. The final decision for grade level retention will take place during a meeting with the Principal, classroom teacher, and parents/guardians of the student.

Credit for Approved Educational Options

Junior High students who qualify for and successfully complete the extended math course, Algebra 1, through our partnership with Padua Franciscan High School will receive high school credit.

A TRADITION OF EXCELLENCE IN SERVICE

As we live our mission to “Witness to Jesus”, Saint Columbkille students are asked to participate in various service projects throughout the school year. These opportunities encourage leadership on all grade levels, allow students to interact with peers and other grade levels, and promote awareness of the needs of the Church and society. The projects are an integral part of student life.

Students

Each grade level is asked to sponsor a service project every school year. There are also school-wide sponsored service projects. Examples of projects that are sponsored are:

- “Coats for Kids”
- Hat, Mitten, and Scarf Collection for Brookside Center
- Items for Parma Animal Shelter
- Preparing food for West Side Catholic Center
- Chemo Kits for Kids
- Pop Tabs for Ronald McDonald

Students may also serve the Saint Columbkille Parish community by becoming an altar server (grades 5-8) or joining the youth choir.

Parents

There are also opportunities for adults to serve the Saint Columbkille School community. There opportunities are:

- PTU
- Classroom Volunteers
- Lunch and Recess Monitors
- Athletic Boosters
- Marketing Committee

All volunteers will need to attend a Virtus training session and provide the school with a copy of your completion certificate. Visit the Diocese of Cleveland website (www.dioceseofcleveland.org), and then follow the link to the Virtus program for complete information.

Adults may also serve the Saint Columbkille Parish community by becoming Eucharistic Ministers, Lectors, or Ushers; or, by joining one of the many musical ensembles or parish groups.

RECESS and LUNCH PROCEDURES

Each day, students will have a 20-minute lunch period, followed by a 20-minute recess period.

We expect students to be outside daily whenever the temperature (including wind chill) is above 22° F.

Therefore, students should come to school dressed properly for the weather.

Hot lunches and milk are offered daily.

Recess:

- Playground equipment (footballs, volleyballs, jump ropes, hula hoops, etc.) is supplied by the school **therefore additional toys should not be brought from home.**
- All equipment must be used in a safe and appropriate manner. The student who took it out is responsible for returning it after recess.
- During indoor recess, students may read, play (board games, cards, etc.), or talk quietly.
- Students may not have food of any kind on the playground or in their classroom during recess.

Lunch:

- Students will sit with their classmates at their assigned grade-level tables.
- Please remember that **NO GLASS CONTAINERS** of any sort (bottle, food container, etc.) may be brought to school.
- Students are responsible for cleaning their lunch area.

COMMUNICATION

Communication between home and school is vital and is offered regularly through Thursday mail, school and teacher websites, school and teacher newsletters, e-mail, notes, phone calls, conferences, etc. If you are sending an important message needing immediate attention, a phone call to the office is best. Emails and faxes are often difficult for teachers and staff to check during the day.

Telephone Usage

Students may not call or text for assignments, forgotten PE uniforms or other materials. They may ask permission from the office staff to make calls for other approved reasons.

Except for an emergency, the office staff will take messages for teachers and students from parents / guardians.

Cell Phones/Smartphones

Saint Columbkille understands that cell phones are an important communication tool. However, students **DO NOT** need them during the school day. Cell phones have become a distraction to daily classroom learning.

Students who bring their cell phones with them to school **must** place their cell phone (or any other communicative device, i.e. Apple Watch, Kid Call Watch) into a classroom lock box each morning as they enter their classroom and initial a checklist.

****School is not responsible for lost, stolen, or damaged devices.****

- Cell phones may not be used (by any student) until the student is **off** Saint Columbkille School Campus. If a parent needs to get in touch with his/her child(ren), please call the school office.
 - Cell phones will be confiscated and stored at the front office if students do not adhere to this procedure.
 - **ONLY** parents/guardians may retrieve cell phones from the front office.
- Cell phones may not be used during the school day.
- Students are responsible for lost or damaged cell phones/smartphones/personal communication devices not permitted on campus.

Exception

- Nothing in this policy prohibits a student from using a cell phone for a purpose documented in the student's individualized education program developed under Chapter 3323 of the Ohio Revised Code, a plan developed under section 504 of the "Rehabilitation Act of 1973," 29 U.S.C. 794.
- A student shall use a cell phone or other electronic communication to monitor or address a health concern if the school receives a written statement from the student's physician requiring such use.
- Or as permitted under the building's comprehensive emergency management plan adopted under section 5502.262 of the Revised Code.

Students can use cell phones during an active threat or emergency as outlined below.

Exemption for Emergencies (if approved as stated above)

When students have access to their cell phones during an emergency or active threat, they are permitted to use them to contact emergency services, report an active threat, or to communicate during a crisis.

Discipline

- If a student violates this policy, a teacher or administrator shall take the following progressively serious disciplinary measures (check all that apply):
- Give the student a verbal warning and require the student to store the student's cell phone in accordance with this policy.
- Securely store the student's cell phone in a teacher- or administrator-controlled locker, bin, or drawer for the duration of the class or period.
- Place the student's cell phone in the school's central office for the remainder of the school day.
- Place the student's cell phone in the school's central office to be picked up by the student's parent or guardian.
- Schedule a conference with the student's parent or guardian to discuss the student's cell phone use.

Websites

- www.stcolumbkilleschool.org is the school's main website and is a static source of information regarding our school.
- Student Information System and Enrollment Application is located in Digital Academy.
 - o <https://auth.digitalacademy.org/Curricula/Login>

Conferences

Communication between home and school is essential and supports the growth and development of the child. In order to strengthen the relationship between home and school, we ask that parents/guardians always contact the school office personnel to clarify any questions. Parents/guardians are asked to participate in the yearly conferences with the teachers and to regularly visit the school's website.

Formal Parent-Teachers Conferences are held in the month of October. All families will receive communication via email from the classroom teacher to schedule a conference. It is the parents/guardians responsibility to schedule a conference time with each classroom teacher.

Spring Parent-Teacher Conferences are held as-needed and decided between parents/guardians and the classroom teacher.

HEALTH AND SAFETY ISSUES

Children who are ill should remain home. If a child becomes ill at school, he/she may not leave without the parents or those designated on the emergency form being notified and arrangements made for getting the child home. Those picking the child up must sign the child out in the office. Children will be monitored in the clinic by the nurse, health aide or school secretary until parent or parent's representative as stated on the health form on file in the school's clinic can pick up the ill child. After being ill, students may return to school if they are fever-free without any fever reducing medication for 24 hours. They also should not have any vomiting or diarrhea within the last 24 hours before returning to school. In fairness to ALL children and staff members, do not send your child to school if they remain sick.

Emergency Forms

Families must complete an emergency authorization form at the start of each school year. These forms are available in Digital Academy, and remain available for teachers and staff in Digital Academy. This form which is due the first day of class, directs the school's course of action in case of an emergency. It is the responsibility of the parent/guardian to immediately notify the school of any changes that may occur during the course of the school year, and to update the information in Digital Academy.

Medications

Students may not keep any type of medications with them during the school day. Those students with a Self-administration of Medication form on file in the clinic (i.e. Epi-pen, inhalers, cough drops, etc.) may take medicine in the nurse's office when needed. Appropriate forms and procedures that follow diocesan and state guidelines for the administration of medicines will be followed. Forms are available through the school clinic.

Immunization/Physicals

Students are required by Ohio State Law to have all necessary immunizations. Questions regarding vaccinations, including requests for 'Opt Out' forms, are to be directed to the school health personnel. Also, children entering our PreSchool, Pre-Kindergarten, or Kindergarten programs are required to have a physical exam on file in the school clinic.

Screening

During the school year vision and hearing screening are provided by the health aide and school nurse as well as postural screening for scoliosis. Any test may be given upon parent/teacher request.

Illness / Emergency During the School Day

If a student becomes ill during school hours, he/she will be sent to the clinic. In the case of 'mildly ill' children, as well as children exhibiting signs or symptoms of illness, the health aide/nurse may contact the parent/guardian. Together, they can decide on whether or not the student is to remain in school or be discharged.

If the student is involved in a medical emergency, the clinic personnel will follow the directives given by the parents / guardian as indicated on the emergency medical form which is completed by each family at the beginning of the school year.

Nutrition

Lunch

Every effort is made to provide all students in grades PreSchool – 8th a nutritious meal each day at lunchtime following the recent provisions of Senate Bill 210 and the Alliance for a Healthier Generation. All lunch items are baked instead of fried and portions are measured according to state standards.

Menus are posted monthly on the school's web site and displayed in each classroom indicating the current lunch and milk prices.

Parents/Guardians are responsible for maintaining funds in their child(ren)'s lunch account through PaySchools. All payments must be made within the PaySchools system. Cash or check will not be accepted at the school.

Students may also bring their lunches to school. We do have designated “Peanut Free” tables as well as a designated “Gluten Free”. Please remember that **NO GLASS CONTAINERS** of any sort (bottle, food container, etc.) may be brought to school.

No sodas, pops, or other sugary drinks are allowed.

Snacks

Class snacks should be individually packaged from a store. In accordance with the Ohio Legislature for ensuring a healthy environment for all students, class snacks should be healthy foods. Candy, sweet treats, cupcakes, etc. are not permitted.

Birthday Treats

In accordance with the Ohio Legislature for ensuring a healthy environment for all students, birthday treats should be NON-FOOD items. **Cupcakes, cookies, cakes, ice cream, etc. are not permitted.**

Child Abuse Referral Guidelines

All school employees are mandated reporters under Ohio Law (OR 2151.421) and shall report all known or suspected child abuse or neglect by contacting the County Department of Children and Family Services or a municipal officer.

Safety Drills

Safety drills, including fire, tornado, lock down, evacuation, and other emergency drills are held regularly in accordance with local, state, and federal recommendations. Building, fire and safety inspections are conducted yearly and reports are on file in the school office.

DRESS CODE

Teachers and administrators reserve the right to remove any item(s) that distract students from their learning.

****School is not responsible for lost, stolen, or damaged items.****

Any student who is out of dress code will call home for a change of clothes and will return to the classroom when he/she is dressed appropriately.

Schoolbelles Code: s0390

<http://www.schoolbelles.com/myschool/M37/s0390>

[Schoolbelles PDF](#)

All K-8 Students:

- Solid color polo shirts all year (colors: white, yellow, hunter green, light blue, navy).
 - Tucked in.
 - School logo not required.
- St. Columbkille Dark Green Uniform option sweatshirts permitted (Schoolbelle's).
 - Polo shirts must be worn underneath sweatshirts and tucked in.
 - Solid color sweatshirts/quarter zips are permitted (colors: white, hunter green, navy, light blue) (one small corporate logo permitted but not preferred)
 - Spirit wear sweatshirts are permitted on Monday Spirit days.
- Solid color black, tan, or brown shoes.
 - Dress shoes are encouraged. ***Solid color athletic shoes permitted.***
- Solid color socks (one small corporate logo permitted but not preferred).
 - Black, white, or navy blue **SOLID** color.
 - Girls - optional: black, white, or navy blue **SOLID** color tights and socks (designs not permitted).
- Wear clothing appropriate to size.
- **Shorts may be worn until the end of Q1 and resumes after Spring Break.**
 - If shorts are permitted:
 - Length must come down to 2-inches above the knee or longer.
 - Bike shorts/tight fitting/form fitting shorts are not permitted.

Boys' pants/shorts (note that all pants should have belt loops)

Junior high boys (grades 6-8) should wear black or brown belts with their pants.

- Dress pants - Blue, black, or khaki colored.
 - Schoolbelles chino (or same style, different brand) dress pants.
- Dress shorts - Blue, black, or khaki colored.
 - May wear dress golf shorts with a **small** company logo.

Boys' hair must be above the ears, out of the eyes, and off the collar.

Girls' skirts/jumpers - Length must come to 2-inches above the knee.

- SCS uniform skirt/jumper from Schoolbelles (plaid skirt/jumper).

- **Jumpers - Students in grades K-3.** (Kindergarten optional)
 - Blouse or polo must be worn underneath the jumper.
- **Skirts - Students in grades 4-8.**
 - If skirts are too short, students will be asked to remain at the front office until a parent can bring a longer skirt.
- Leggings and/or tights must be **solid** color without designs and can be worn under jumpers, not by themselves.
- We encourage girls to wear shorts underneath their skirts/jumpers.

Girls' pants/shorts

- Dress pants - Blue, black, or khaki colored.
 - Schoolbelles chino (or same style, different brand) dress pants.
 - Form-fitting pants are not allowed.
 - Leggings/Jeggings are not allowed.
- Dress shorts - Blue, black, or khaki colored.
- Pants and shorts must have pockets and belt loops.

Minimal jewelry may be worn.

- All students - Traditional watches ONLY.
- Girls - One set of post earrings; one simple necklace; one simple bracelet.
- Hair scrunchies are not bracelets.

**If it's distracting, adults will ask students to remove it.

Minimal hair accessories.

- If it's distracting, adults will ask students to remove it.

PreSchool and Pre-Kindergarten ONLY

- Wear appropriate size, comfortable clothing.
- Have an extra pair of clothes in your child's backpack/tote bag.
- Tennis shoes/sneakers **ONLY** (light-up shoes not permitted).

NOT Permitted for all PreSchool to Grade 8 students:

- Smart watches (apple watch, fitbits, etc.).
- Large, oversized jewelry.
- Dyed or highlighted hair.
 - Hair must be the natural color (not dyed a natural color).
- Shoes - Slippers, light-up shoes, Crocs, sandals, flip-flops.
- Make-up.
- Acrylic nails.
- Bright colored nail polish. Nail polish must be nude or light-colored and not stand out.

Kindergarten Students ONLY

*Kindergarten students are in a modified uniform.

- Pants or shorts (black, blue, or khaki colored) and a polo top (see colors above).
 - Pants and polos may be purchased at stores such as Target, Walmart, Kohl's, etc. because we know our little learners quickly grow out of their clothes.
- Kindergarten girls are permitted to wear a uniform jumper for their uniform (not

required).

- Kindergarten girls may wear stretch black, navy blue, or khaki color pants that you can find at the stores listed above (jeggings).

PE Uniform for K-8

- PE uniform permitted all day on PE days ONLY.
- Students must wear a St. Columbkille PE shirt
 - High School shirts are not permitted.
- St. Columbkille gym shorts
- Warm weather - shirt and shorts.
- Cold weather - shirt and sweatpants.
 - Sweatshirts are permitted - St. Columbkille PE uniform sweatshirt, Schoolbelle's applique sweatshirt, or solid colors only (navy blue, forest green).
 - St. Columbkille sweatpants(no leggings)

 Gym Order Form

Dress Up Days *(ex: picture day)*

Girls

- Dresses and skirts must come to at least 2-inches above the knee or longer.
 - Not permitted: strapless, halter tops, mini skirts.
 - Torso fully covered.
- Straps on shirts/dresses must be thicker than three-finger widths.
- Hair accessories - Same as uniform dress code.
- Jewelry - Same as uniform dress code.

Boys

- Dress shirts are optional.
 - Golf polos with small company logos permitted.
- Dress shorts/pants - Khaki, black, or brown.

Dress shoes optional.

- **Closed toed, must have a back to the shoe.**
 - Not permitted: Same as uniform dress code.
- Junior High Girls option only - **heels no higher than 1-inch**

Dress Shirts

- Dress shirts are optional.
 - Golf polos with small company logos permitted.
- Appropriate fit and length.
 - Not permitted - backless, holes, pictures, logos, slogans, writing.

Dress Down Days

Dress Down Passes can ONLY be used during the **last full week of every month**.

Dress Down Passes need to be turned in to classroom teachers upon arrival. A student without a dress down pass will call home for a change of clothes and will return to the classroom when he/she is dressed appropriately.

Dress Down Passes may ONLY be used Monday through Thursday.

All students

- Pants/jeans/shorts with **ZERO** holes/rips.
- Shoes appropriate for recess and/or PE.
 - Students are not permitted to change shoes during the school day for PE class or recess.
- Shirts with school appropriate pictures and writing.
- Sweatshirts **without** hoodies are permitted.
 - School appropriate pictures and writing.
- **Shorts may be worn until the end of Q1 and resumes after Spring Break.**
 - If shorts are permitted:
 - **Length must come down to 2-inches above the knee or longer.**
 - **Bike shorts/tight fitting/form fitting shorts are not permitted.**

Girls

- Dresses, skirts, shorts must come to at least **2-inches above the knee or longer**.
 - Straps on shirts/dresses must be thicker than three-finger widths.
 - Not permitted: mini skirts.
- Leggings/yoga pants are permitted **WITH** a loose fitting shirt that hangs below the backside/bottom and frontside.
- **Shirts must FULLY cover the torso area.**
 - Not permitted: strapless, halter tops, low-cut/revealing tops, thin shirts that we can see through.
- Hair accessories - Same as uniform dress code.
- Jewelry - Same as uniform dress code.
- Make-up - Same as uniform dress code.

If teachers and administrators determine attire to be inappropriate, students will call home and remain in the front office until appropriate clothing is provided by parents/guardians.

CODE OF CONDUCT

One of the most important objectives of the faculty and staff at Saint Columbkille School is to educate all the students in a Catholic Christian atmosphere with a spirit of dignity and justice. We strive to provide a positive, safe, and comfortable learning environment for all students.

The conduct and discipline policy of Saint Columbkille School has been established in order to ensure the rights of each student to an education in a calm, safe, and comfortable environment, and to provide guidelines for appropriate behavior. Students are expected to respect these rules in school, on the playground, at bus stops, riding the bus, on field trips, at school-sponsored events, or anywhere students are representing Saint Columbkille School. The support and cooperation of parents/guardians is essential in promoting and affirming appropriate student behavior and in accepting the consequences.

All students are expected to adhere to and be mindful of the Knights' Code at school, and all school related/associated events.

*Administration does not require parent/guardian permission or parent/guardian presence to speak to students during the school day regarding school related issues.

Students who hear of or know of a school code of conduct violation must report this immediately to a school faculty/staff member. The violations of the conduct and discipline codes that will result in disciplinary action, detention, suspension, or expulsion include but are not limited to the following:

1. Bullying, disrespect, fighting, harmful/unsafe physical contact, assault, intimidation, threats, sexual harassment
2. Cheating, plagiarism, forging signatures, falsifying information, extortion
3. Vandalism, destruction of property, theft, initiating false alarms
4. Profanity, obscenity, any gang-related activity, indecent exposure
5. Possession and/or use of weapons, firearms, matches, lighters, knives, fireworks, inhalants, drugs, drug paraphernalia, alcohol, tobacco, white-out, aerosols, laser pointers, etc.
6. Disruptive behavior or misconduct in church, classroom, bus, playground, halls, gym, cafeteria, during safety drills, on field trips, etc.
7. Violation of the [Acceptable Use Policy](#)
8. Continual lack of responsibility regarding class work and class policies
9. Leaving or being absent from the room or area without permission from a supervising adult
10. Inappropriate public display of affection
11. Dress Code violation
12. Family Handbook violations

Knights' Code

	A Knight is Kind	A Knight is Respectful	A Knight is Responsible
ALWAYS	- Be a friend to others - Use friendly words and actions - Be empathetic	- Honor personal space - Care for property and all living things - Be polite - Use active listening	- Walk - Follow directions from all adults the first time - Be an active learner - Be accountable for actions - Come to class prepared to learn
Classrooms	- Lift one another up - Help others when requested - Encourage others to do their personal best	- Allow others to learn - Be an active listener	- Keep your desk area clean - Place trash where it needs to go - Persevere and do your personal best
Hallways	- Let others pass - Hold the door open for others	- Walk quietly - Give younger students the right of way - Stay to the right	- Keep hallways clean
Bathrooms	- Give privacy to one another	- Maintain school-appropriate language - Wait your turn	- Use equipment appropriately - Wash your hands with soap - Go directly to the bathroom and return directly to class
Lunch	- Sit next to/include others - Thank the Lunch Staff - Use your manners	- Wait patiently for your turn - Check the area around your space for garbage and take care of it	- Eat your main items first - Clean up your table before leaving - Remain seated until you are dismissed
Playground (Recess)	- Include others - Play for fun	- Wait your turn - Allow others to use equipment too - Listen and follow direction from all adults	- Keep yourself and classmates safe - Put away recess equipment - Return to classroom door promptly
Church	- Greet Priests and Parishioners - Offer the Sign of Peace with a smile	- Participate in Prayer out loud and in song - Use prayerful hands and actions	- Use hymnals and kneelers appropriately - Enter and exit reverently
Arrival	- Greet each other	- Use an indoor voice	- Prepare yourself for the day - Complete morning/bell work
Dismissal	- Say goodbye to each other	- Use indoor voices - Listen and move quickly when your number is called	- Know your way home - Sit in your assigned space
The Circle/Office	- Greet staff	- Walk quietly	- Wait your turn

Students who do not follow the rules will be provided an appropriate consequence, which may include one or more of the following:

- Verbal reprimand
- Teacher/student conference
- Call or note/email to parent/guardian
- Detention(s) – Students may receive a lunch/recess detention directly from the classroom teacher or administration for any minor and/or repetitive disrespectful/unsafe/disruptive behavior infraction.
- Teacher/student/parent/principal conference
- Teacher/student/parent/principal/pastor conference
- In School Suspension: This may be deemed necessary when other disciplinary measures have been utilized and/or in severe or repetitive conduct infractions. An ISS may also be implemented for any major/serious infractions. Students will be provided classroom assignments to complete, away from his/her peers.
- Out of School Suspension: This may be deemed necessary when other disciplinary measures have been utilized and/or in severe or repetitive conduct infractions. An OSS may also be implemented for any major/serious infractions. A phone/in-person parent/principal/and/or pastor conference will occur. Students will not be permitted to make up classroom work on this day.
- Expulsion –Expulsion of a student from school is a serious matter and will only be used when absolutely necessary. In some cases, the principal and/or pastor may deem an action by a student so severe that it would result in immediate expulsion from school. The decision is the right and responsibility of the principal and/or pastor.
- Students who threaten to inflict harm to self or others will be suspended and not considered for readmission to school until a comprehensive mental health evaluation/risk assessment has been conducted by a psychiatrist/psychologist. A written report from the health care professional will be provided to the principal determining whether the student does or does not pose a danger to self or others. The principal and pastor will then decide regarding re-admission of the student to the school.

MAJOR INFRACTIONS

Major infractions include, but not limited to, the following:

- Actions and/or words that impact student and/or staff safety
- Threatening actions and/or words that impact student and/or staff safety and well-being
- Property damage requiring administrative attention
- Repeated minor behavior incidents that violate school or classroom rules, policies, procedures, and the overall well-being of others
- Bullying and/or continued harassment of others

Bullying/Anti-Harassment

Saint Columbkille School believes in the sanctity of human life and the inherent dignity of the human person. We believe that all students, school employees and volunteers have a right to a safe and healthy school environment. All members of the school community, in turn, have an obligation to promote mutual respect, tolerance, and acceptance.

The principal will provide staff development training in bullying prevention and cultivate acceptance and understanding in all students and staff to build the school's capacity to maintain a safe and healthy learning environment. Teachers discuss this policy with their students in age-appropriate ways and should assure them that they need not endure any form of bullying.

Harassment, intimidation, or bullying behavior by any student/school personnel at Saint Columbkille School is **strictly prohibited**, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. "Harassment, intimidation, or bullying," in accordance with House Bill 276, means any intentional written, verbal, graphic or physical acts including electronically transmitted acts i.e., Internet, cell phone, personal digital assistant (PDA), or wireless hand-held device, either overt or covert, by a student or group of students toward other students/school personnel with the intent to harass, intimidate, injure, threaten, ridicule or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation or at any official school bus stop that may have the effect of:

1. Causing mental or physical harm to the other student/school personnel including placing an individual in reasonable fear of physical harm and/or damaging of students'/personal property; and
2. Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student/school personnel.

Saint Columbkille School will not tolerate behavior that infringes on the safety of any student, school employee, or volunteer. A student, school employee or volunteer shall not intimidate or harass another student, school employee or volunteer through words or actions whether in the classroom, on school property, to and from school or at school sponsored events, or from any computer/ technology device not on school property.

Definition

“Harassment, intimidation or bullying” means any intentional written, verbal, graphic, or physical act that a student or group of students, school employee or volunteer exhibited toward another particular student, school employee or volunteer and the behavior both:

1. Causes mental or physical harm to the other; and
2. Is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other.

Such behavior includes overt intent to ridicule, humiliate or intimidate another student, school employee or volunteer. Examples of conduct that could constitute prohibited behaviors include:

1. Physical violence and/or attacks;
2. Threats, taunts and intimidation through words and/or gestures;
3. Extortion, damage or stealing of money and/or possessions;
4. Exclusion from the peer group or spreading rumors; and
5. Repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies and other Web-based/online sites (also known as “cyber bullying”), such as the following:
 - Posting slurs on websites where students congregate or on blogs (personal online journals or diaries);
 - Sending abusive or threatening instant messages and/or text messages;
 - Using camera phones to take embarrassing photographs of students and posting them online; and
 - Using social media/websites/texting/messaging to circulate gossip and rumors to and about other students;
 - Excluding others from an online group by falsely reporting them for inappropriate language to Internet service providers.

Procedure for the Alleged Victim

1. Communicate to the harasser that the individual expects the behavior to stop, if the individual is comfortable doing so. If the individual wants assistance communicating with the harasser, the individual should ask a teacher, counselor or principal to help.
2. If the harassment does not stop, or the individual does not feel comfortable confronting the harasser, the individual should:
 - Tell a teacher, counselor or principal; and
 - Write down exactly what happened, keep a copy and give another copy to the teacher, counselor or principal including:
 - o What, when and where it happened;
 - o Who was involved;
 - o Exactly what was said or what the harasser did;
 - o Witnesses to the harassment;
 - o What the student said or did, either at the time or later;
 - o How the student felt; and

- o How the harasser responded.

Complaint Procedure

Saint Columbkille School expects students and/or staff to immediately report incidents of bullying to the principal or his/her designee. Staff members are expected to immediately intervene when they see a bullying incident occur. “A school employee, student, or volunteer shall be individually immune from liability in a civil action for damages arising from reporting an incident in accordance with a policy if that person reports an incident of harassment, intimidation or bullying promptly in good faith and in compliance with the procedures specified in the policy.” (ODE Model Policy, Rev. 03, 05/14/07 #2.2.11.)

The principal upon receiving a complaint must notify parents or guardians of any student involved in a prohibited incident and must provide access to any written reports pertaining to the prohibited incident within the spirit of the Ohio Revised Code 3319.321 and the Family Educational Rights and Privacy Act of 1974 as amended.

The principal may appoint an investigator. The complainant completes an *Anti-Harassment/Bullying Complaint Form*. Any evidence of the harassment, including but not limited to letters, tapes and pictures should be turned over to the investigator. Each complaint of bullying will be promptly investigated. The principal or the investigator, with the approval of the principal, has the authority to initiate an investigation in the absence of a written complaint.

Any witness to the event is encouraged to complete an *Anti-Harassment/Bullying Witness Disclosure Form*. Information received during the investigation is kept confidential to the extent possible.

Saint Columbkille School prohibits retaliatory behavior against any complainant, witness or any participant in the complaint process. Any person who engages in bullying may be subject to disciplinary action up to and including expulsion.

Investigation Procedure

It is imperative that harassment, intimidation, or bullying be identified only when the specific elements of the definition are met because the designation of such prohibited incidents carry special statutory obligations. However, misconduct by one student against another student, whether appropriately defined or not, will result in appropriate disciplinary consequences for the perpetrator.

In evaluating whether conduct constitutes harassment, intimidation or bullying, special attention should be paid to the words chosen or the actions taken, whether such conduct occurred in front of others or was communicated to others, how the perpetrator interacted with the victim, and the motivation, either admitted or appropriately inferred.

The investigator will reasonably and promptly commence the investigation upon receipt of the complaint. The investigator will interview the complainant and the alleged harasser. The alleged

harasser may file a written statement in response to the complaint. The investigator may also interview witnesses as deemed appropriate. The investigator does not require parent/guardian permission to interview a student.

Upon completion of the investigation, the investigator will make written findings and conclusions as to each allegation of harassment and report the findings and conclusions to the principal. The investigator will provide a copy of the findings of the investigation to the principal.

Resolution of the Complaint

Following receipt of the investigator's report, the principal may investigate further, if deemed necessary, and make a determination of any appropriate additional steps that may include discipline. Prior to the determination of the appropriate remedial action, the principal may, at the principal's discretion, interview the complainant and the alleged harasser. The principal will file a written report closing the case and documenting any disciplinary action taken or any other action taken in response to the complaint. The complainant, the alleged harasser and the investigator will receive notice as to the conclusion of the investigation. The principal will maintain a log of information necessary to comply with Ohio Department of Education reporting procedures.

Points to Remember in the Investigation

- Evidence uncovered in the investigation is confidential.
- Complaints must be taken seriously and investigated.
- No retaliation will be taken against individuals involved in the investigation process.
- Retaliators will be disciplined up to and including suspension and expulsion.

Conflicts

If the investigator is a witness to the incident, an alternate investigator shall be appointed to investigate.

Chemical Abuse

The Saint Columbkille School community recognizes that chemical dependency is a treatable illness. The school has a dual responsibility in cases of chemical dependency. First, the school recognizes its responsibility to direct the student and his/her family to seek professional help. School personnel will assist the family with referral to a helping outside agency. Second, the school has a responsibility to hold the student accountable for his / her actions by appropriate disciplinary actions as determined by the principal and pastor. The same measures will be taken if a student offers and / or sells alcohol, drugs, weapons, etc.

****Lockers and desks are property of the school and are subject to a search at any time. The student's person or property will be searched when reasonable suspicion exists that a violation of a school rule has occurred.****

Gang-Related Activity

YOUTH GANGS and GANG-RELATED ACTIVITY ARE PROHIBITED. A gang is defined as a non-school sponsored group, usually secret and / or exclusive membership, whose purpose or practices include the commission of illegal acts, unlawful or anti-social behavior, violation of school rules, establishment of territory or “turf”, or any action that threatens the welfare of others or substantially disrupts the orderly operation of the school.

Gang activity includes recruitment, initiation, a manner of grooming, hair style and/or wearing of clothing, jewelry, head coverings, or accessories which by virtue of color, arrangement, trademark or other attribute denotes membership in a gang, displaying gang markings or slogans on school or personal property or clothing, having gang tattoos, possessing literature that indicates gang membership, fighting, assault, hazing, extortion, establishing turf, use of hand signals, gang vocabulary and nicknames, possession of weapons or explosive materials, possession, use or sale of alcohol, drugs, drug paraphernalia, attendance at functions sponsored by a gang or known gang members, exhibiting behavior fitting police profiles of gang-related drug dealing, being arrested or stopped by police with a known gang member, selling or distributing drugs for a known gang member, helping a known member commit a crime, or any other action directly resulting from membership, interest in, promotion or furtherance of a gang. If a student is suspected or identified as being a member of a gang, shows interest in joining a gang, initiates or participates in any gang-related activity, or has been approached for recruitment, any or all of the following steps may be taken:

1. Parents/guardians will be contacted
2. A behavior contract will be prepared stating the conditions of the student remaining in the school.
3. Student may be referred to counseling (personal and/or family).
4. Students may be referred to Children Services or other welfare or child care agencies.
5. Students may be referred to outside agencies or programs for treatment when use of drugs and/or alcohol is involved.
6. Police, Juvenile Court and other appropriate authorities will be notified for violence and/or illegal activities.
7. Students may be suspended and/or expelled following school and Diocesan protocol.
8. Parents/guardians/students will be held liable and financially responsible for all forms of vandalism.

Pregnancy

An unmarried student who becomes pregnant is not to be automatically dismissed from school. The principal will decide on continued attendance and subsequent return of both the boy and/or girl involved, after counseling with the student(s) and consultation with the parents. Consultation with other persons (priest, physician, social worker) who are assisting the student(s) is also recommended.

Each case will be determined individually considering the welfare of the student(s), the protection of the unborn child, and the welfare of the school.

Sexual Abuse/Harassment

The administration and staff of Saint Columbkille School believe that all employees and students are entitled to work and study in school-related environments that are free of sexual harassment.

Saint Columbkille School will not tolerate harassment of any kind, and the appropriate disciplinary action will be taken. Disciplinary action may include suspension or expulsion.

Peer sexual harassment includes, but is not limited to the following:

- verbal or written taunting; bullying; other offensive, intimidating, hostile or offensive conduct
- jokes, stories, pictures, cartoons, drawings or objects which are offensive, annoy, abuse or demean an individual or group.

Upon receiving a complaint from either a student or a school employee, the principal will discuss the allegations with the complainant to obtain a statement of the facts. All complaints will be taken seriously. It is the responsibility of the principal to investigate promptly and impartially all claims of sexual harassment and to take appropriate and equitable action.

- Parties shall be given an opportunity to present witness(es) or other evidence during the investigation.
- Information regarding an investigation of sexual harassment shall be confidential to the extent possible, and those individuals who are involved in the investigation shall not discuss information regarding the complaint outside the investigation process.
- No one shall retaliate against any employee or student because he/she filed a sexual harassment complaint, assisted or participated in a sexual harassment charge or because he or she has opposed language or conduct that violates this policy. Retaliation will result in discipline. If the investigator is the alleged harasser or witness to the incident, an alternate investigator shall be designated.
- When a crime has been committed, the local police department shall immediately be notified by the designated administrator.

After the investigation is complete, notice of the outcome shall be given to the complainant and alleged harasser consistent with the mandates of the Family Educational Rights and Privacy Act. Appropriate disciplinary action shall be taken when harassment has occurred, and appropriate efforts shall be taken to prevent reoccurrence of the harassment.

Student Threats

1. Any and all student threats to inflict any harm to self or others will be taken seriously and responded to immediately.
2. Whoever hears threats should report it immediately to the principal.
3. In appropriate cases, the police should be notified immediately.
4. If the police are notified, the student who threatens will be kept in the office under supervision until police arrive.
5. Parents / Guardians of a student who has made a threat will be notified.

6. Any adult or the parent/guardian of any students, who have been mentioned verbally or in writing as potential victims, will be notified.
7. The student who threatens will be suspended and not be considered for readmission to school until a comprehensive mental health evaluation / risk assessment has been conducted by a psychiatrist/psychologist Ph.D. If a psychiatrist performs the primary evaluation, he/she shall determine the necessity to utilize a psychologist Ph.D. for psychological consultation and/or testing. If a psychologist Ph.D. performs the primary evaluation, he / she shall determine the need for psychiatric consultation. The evaluation shall comply with the provisions of Ohio Revised Code 2305.51.
8. The principal shall provide the mental health care professional with all relevant facts, including but not limited to aggressive behavior, details of the threat as known to the principal, copies of any drawings or writings, disciplinary history of the student, behavioral concerns, and the names of any known victims or potential victims.
9. The principal shall receive a written comprehensive, detailed evaluation and report, and a documented treatment plan in accordance with Ohio Revised Code 2305.51 from the mental health care professionals stating the basis (factual and risk factors and testing results) upon which he or she determined that the student is not / does not pose a danger to self or others. The report shall also address the concerns raised by the principal to the mental health care professional. The evaluation and report shall be made available to the principal, who will share them with legal and mental health care consultants and administration assisting the principal in his/her decision regarding the readmission of the student to school. The mental health care professional (psychiatrist and/or Ph.D. psychologist) shall provide a follow-up assessment of the student within 30 days, if the student is readmitted to school, and shall provide the principal with a copy of the follow-up assessment and/or evaluation. The mental health care professional shall inform the principal if therapy, counseling and/or treatment will be needed and / or provided.
10. Counseling should be made available to children who are victims of the threatening behavior or who observed the threatening behavior if it is determined that such counseling is needed and parental permission is granted.
11. Documentation from the mental health care professionals concerning any student is to be placed in a separate, confidential file and should not be a part of the student's academic/disciplinary file with access only by the principal and / or pastor. This documentation may be kept for a period of one year beyond the time when the child leaves the school as a result of expulsion, withdrawal by parent / guardian, graduation or non-readmission before being destroyed.

ACCEPTABLE USE OF TECHNOLOGY

Student

All students and families receive a digital copy of the [Acceptable Use Policy](#) at the beginning of the school year.

Students and families must read and review the expectations. If the policy is not signed or agreed upon, students may not have access to school provided technology.

Subject to Monitoring: All School System usage on or off school property **shall not be considered** confidential or private and is subject to monitoring by designated staff at any time to ensure appropriate use. All electronic files, including email messages, from both school-issued and personal accounts, transmitted through or stored in the System, will be treated no differently than any other electronic file. The School reserves the right to access, review, copy, modify, delete or disclose such files for any purpose. Students should treat the computer system like a shared or common file system with the expectation that electronic files sent, received or stored anywhere in the computer system, will be available for review by any authorized representative of the School for any purpose. Personal telecommunication devices are subject to examination in accordance with disciplinary guidelines if there is reason to believe that the Acceptable Use Policy has been violated.

Administrators reserve the right to examine, use, and disclose any data found on the System in order to further the health, safety, discipline, or security of any student or other person, or to protect property. They may also use this information in disciplinary actions and/or may refer information to law enforcement if a crime is believed to have been committed.

All computers, devices, laptops, tablets, or the like, used by students to access the System, including both school-owned equipment and personally-owned devices, are subject to search at any time if a violation of this Policy or other school policies is suspected.

Consequences for Violation: Students have the responsibility to use the System in an appropriate manner which complies with all school policies. Violations of these rules or any school policy may result in disciplinary action which may include the loss of a student's privileges to use the school's information technology resources and/or discipline. Consequences of misuse or abuse of these resources will be disciplined depending on the severity of the situation. In addition to school disciplinary action, appropriate legal action may be taken.

Agreement Form: In order to ensure the proper use of technology resources, it is necessary that each student and parent/guardian *annually* sign the Student Acceptable Use Policy – User Agreement For at the beginning of the school year in Digital Academy. The electronically signed form must be on file at

the School before Internet and other technology access is permitted. Signing the form indicates that the user will abide by the rules governing Internet and other technology access as stated in this Policy.

Cost of Repairs for Intentional Damage or Damage from Misuse to School Property/Chromebooks and iPads

Saint Columbkille recognizes that with the implementation of the 1:1 initiative there is a need to protect the investment by both Saint Columbkille and the student/parent. Therefore, we have set the following charges in place. You will be issued a protective case and charger with your device to assist with ensuring all devices are properly cared for. You will be responsible for purchasing replacement parts if needed. Other charges may apply but are not noted here.

Intentional damage is defined as (but not limited to): writing/drawing on the device, taking keys off the keyboard, dropping the device, damage due to not using the protective case, breaking the screen, spilling liquids on the device, losing the parts, etc.

Chromebook: \$450.00

Case: \$30.00

Charger: \$25.00

CHROMEBOOK ACCIDENTAL DAMAGE PROTECTION PLAN

Agreement and Payment for Accidental Damage Protection Plan St. Columbkille Elementary (Grades 5-8)

Students will not be able to receive a Chromebook until parents have indicated if they would like to purchase accidental coverage or opt-out of coverage as indicated in the beginning of the year forms. **If paid in full prior to any damage**, the Accidental Damage Protection Plan will release the parent/guardian from having to pay for loss or damage for the following reasons;

- Damages resulting from **normal use** and **accidents**.
- Loss or damages resulting from theft. An **official copy of a police report** is required.
- Loss or damages resulting from fire. An **official fire report** from the investigating authority is required.
- Loss or damages resulting from natural disasters.
- Damage resulting from a power surge.
- The School administration will determine if the damages were due to negligence or accident.
- **Exclusions (items not covered):**
 - Device charger and/or case, unless included in theft or fire
 - Intentional damages
 - Not carrying device in the supplied protective case
 - Negligence
 - Loss or damages resulting from fraudulent, intentional, or criminal acts

Intentional Damage

Students/parents will be held responsible for costs associated with **ALL** intentional or negligent damage to devices. Should the cost to repair exceed the cost of purchasing a new device, the student will pay for full replacement value. Lost items such as chargers and cases will be

charged the actual replacement cost.

Vandalism and Theft

In cases of theft, vandalism, and other criminal acts, a police report **MUST** be filed by the student or parent and presented to the school office.

Coverage

This agreement covers the device loaned to the student against incidental and accidental damage or loss as outlined in the above.

Accessories--case and charger are not covered and are the sole responsibility of the student.

- The protection plan will be offered to all students.
- Participation is voluntary.
- A separate application is required for each device/student.
- The School administration will determine if damages are accidental or due to **negligence**.
- Payment must be received for the plan to be in effect.

Term - For current school year only

The coverage is effective once both of the following two requirements are met:

- Signed Accidental Damage Protection Plan form is received by the School
- Payment received by School

Premium

The total premium cost is **\$30** for the 2026-2027 school year.

Participation (Must Select One)

☐ **ACCEPT:** Yes, we would like to participate in the Accidental Damage Protection Plan for this school year.

☐ **DECLINE:** No, we are not participating in the Accidental Damage Protection Plan. We accept full responsibility for all incidental and accidental damages or loss and will be billed accordingly.

NON-DISCRIMINATION STATEMENT

The governing board of St. Columbkille School located at 6740 Broadview Rd. in Parma, Ohio 44134 has adopted the following racial nondiscriminatory policies.

St. Columbkille School recruits and admits students of any race, color or ethnic origin to all its rights, privileges, programs and activities. In addition, the school will not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, employment, scholarship and loan programs, and athletic and other school administered programs.

St. Columbkille School will not discriminate on the basis of race, color, or ethnic origin in the hiring of its certified or non-certified personnel.

St. Columbkille School does not discriminate on the basis of race, color, national origin, sex, gender identity, disability and age in all programs, services, activities and employment. The following person (people) has (have) been designated to handle all inquiries regarding the nondiscrimination policies:

Inquiries regarding non-discrimination policies should be directed to:

Meghan Kelley, Principal

mkelley@stcolumbkilleschool.org

216-524-4816

Student and Parent Agreement

ACKNOWLEDGEMENT OF PROGRAMS, POLICIES, AND PROCEDURES

It is required that all families complete, date, and sign this page of the Family Handbook.

By enrolling and attending Saint Columbkille School, parents/guardians and students understand that the administration of Saint Columbkille School is the normal interpreter and arbiter of the meaning of any statement contained in this handbook. Parents/guardians and students understand the obligations with the school and agree to meet them according to the school's established policies and procedures.

By enrolling and attending Saint Columbkille School, parents/guardians and students **agree to adhere** to our Knights' Code, Code of Conduct, and all established policies and procedures.

Parents/Guardian will receive an electronic signature request upon enrollment through Digital Academy.

***Administration reserves the right to revise school policies as needed.**