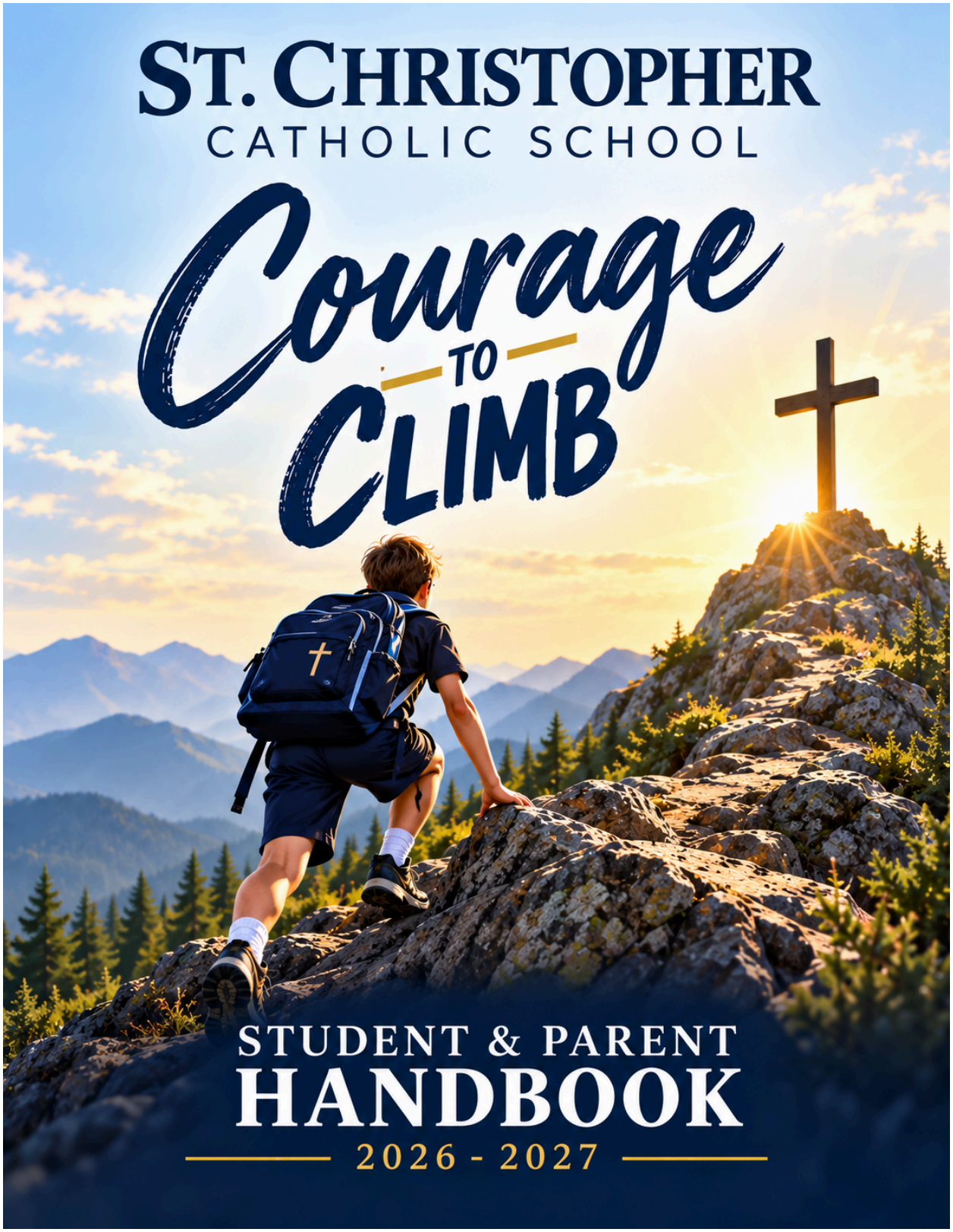

ST. CHRISTOPHER
CATHOLIC SCHOOL
Courage TO CLIMB
STUDENT & PARENT
HANDBOOK
2026 - 2027

Welcome to St. Christopher Catholic School

Dear Parents/Guardians and Students,

Welcome to the 2026/2027 school year! This Parent-Student Handbook is designed to set out all of the rules, regulations, and policies of our school. This handbook is the contract between the school and its students and families. By attending our school and signing the Handbook Agreement form, you are explicitly agreeing to follow the rules and regulations that are contained within.

St. Christopher Catholic School is a living and vibrant place where students, with the guidance of their teachers and through the grace and spirit of Jesus, will grow academically and spiritually. It is our desire to help your children become all that God intends them to be!

St. Christopher Catholic School is also a home for all our families, both past and present. The sense of community here is what makes this school treasured by generations of families!

I am blessed to serve as the principal and I am here to help you and your children in any way that I can. Towards that end, let us pray for each other daily!

Yours in Christ,

Angie Eisenacher, Principal

St. Christopher Catholic Faculty and Staff

Principal	Angie Eisenacher	aeisenacher1@cdeducation.org
School Admin-		
Manager	Sara Miller	smiller1@cdeducation.org
School Secretary	Mercy Cala	stchristopherschooloffice@cdeducation.org
Pre-School	Emily Eisenacher	eeisenacher1@cdeducation.org
Aide	Stephanie Diaz	
Kindergarten	Gretchen O'Reilly	goreilly2@cdeducation.org
First Grade	Gabrielle Holly	gholly@cdeducation.org
Second Grade	Patricia Olvera	polvera@cdeducation.org
Third Grade	Anna Schnegg	aschnegg@cdeducation.org
Fourth Grade	Corinne O'Reilly	coreilly@cdeducation.org
Fifth Grade	Steven Luther	sluther@cdeducation.org

Middle School Team (Grades 6-8)

Grade Six Homeroom and ELA

Emmilee Ayers ayers@cdeducation.org

Seventh Grade Homeroom and Math/Science

Connie Moneypenny cmoneypenny1@cdeducation.org

Eighth Grade Homeroom and Social Studies and Religion

Ashley Schultz aschultz@cdeducation.org

Physical Education	Keith Murnane	kmurnane@cdeducation.org
Music Education	Stephanie Doyle	sdoyle@cdeducation.org
Art Education	Kaci Berkley	kBerkley@cdeducation.org
Media Center/Enrichment	Lori Wilson	lowilson@cdeducation.org
Technology	Tim Schnurr	tschnurr@cdeducation.org
Tutor	Allison Wedd	aharned7114@columbus.k12.oh.us
	Sophie Fisher	sfisher@columbus.k12.oh.us
Psychologist	Lindsay Liskowiak	lliskowiak@columbus.k12.oh.us
School Nurse	April Vanest	April.vanest@nationwidechildrens.org

Cafeteria	Vicki Weber	vweber@trinity-catholic.org
	Patti Herrel (Assistant)	
After Care	Anna Schnegg, Ashley Schultz, Ellie Eisenacher	

Mission and Belief Statements
Mission Statement:

Our mission at St. Christopher Catholic School is to teach all children as Jesus did.

Belief Statements:

- **We believe that it is our duty to develop and inspire lifelong learners and responsible citizens with instruction based on our shared Christian values and Catholic social teaching.**
- **We believe that we share this duty with the parents, families and parish community.**
- **We believe that all students can learn.**
- **We believe that it is our responsibility to embrace each child where they are at in their academic and spiritual development.**
- **We believe that all students are best educated with differentiated instruction.**

Absence Procedures

Should your child not be in school on any given day, please call the school office before 8:30 AM (614-488-7650). Calls made before 7:30 AM will be transferred to voice mail. The school secretary will call the home or workplace of anyone who has not called the school office by 8:30 A.M. This is in compliance with the Child Safety Act. Parents must provide an email, written note, or a phone call with the reason for the absence upon the first day of return to school. Failure to do so will result in the absence being classified as “Unexcused.”

Please do not request that your child remain inside during the recess period, (unless ordered by a doctor) as fresh air and exercise benefit the educational process.

Since attendance in school is vital to student success, excessive absences (6 days per month) may result in a meeting with the principal. Habitual absences or habitual unexcused absences may also result in retention of child’s grade, loss of EdChoice scholarship and/or removal from the school.

Tardy Procedure

School begins at 7:50 AM. After 7:55 AM, a student is considered tardy. This includes tardiness for doctor’s appointments.
A student who is tardy must report to the office before going to class. A written note, signed and dated by the parent stating the reason for the tardiness, may be requested. This tardiness will

be noted on the student's attendance record. A parent/student conference with the principal may be necessary for excessive tardiness. Excessive tardiness is defined as 6 or more tardies per month without a legitimate excuse. Habitual truancy will result in a conference with the principal and can result in removal from the school.

Arrival and Departure

It is important for our students to arrive at school promptly so they may fully engage in the day's activities. The start of the day often affects the child's whole experience for the day. **The school day begins promptly at 7:50 AM.**

Please make every effort to have your child at school by 7:50 am in order that he or she may participate in our Morning Prayer. It is very important for the unity and life of the school that we start the day all together!!

Please note, if you know your child will be arriving past 9:00am, you MUST either order your child's lunch before 9am via your FACTS Family Portal OR send your child with a packed lunch.

Being picked up on time after school is equally important. **The school day ends at 2:40 PM.** Young children need the security of knowing that they will be picked up when the other children are going home. For safety reasons, students must be supervised between the time their class is dismissed and the time they are actually picked up. Children may not play on the basketball courts, the field, or the playground after school, unless a parent is supervising them. Any child that has not been picked up by 2:50 will be sent to the afterschool care program until a parent arrives. You will be charged for a day of aftercare use if not picked up by 3:00pm. We understand that sometimes extraordinary circumstances occur that delay a parent's arrival. Please call the office if this is the case. Otherwise, please be prompt for pickup.

Parents dropping off students in the morning are requested to use the east entrance off of Thornwood Place or Morning Ave. and exit south onto Hollywood, dropping your student off between the basketball hoops (follow the yellow arrows on the ground). In inclement weather, cones may be curved towards the building so that parents may drop off their students close to door #2 to go up to the cafeteria. For safety purposes, please have your students exit the car on the passenger side. You may pass other cars with extreme caution on the left.

I**f you are not dropping off in the car line, parents MUST park in the church parking lot! There should be no parent cars parked in the school parking lot between 7:00-8:30am or between 2:00-3:00pm.**

No children will be admitted into the school until 7:30am when staff are required to be at work and responsible for children. Beginning at 7:30am, students are to gather either out on the blacktop or proceed inside to the cafeteria in inclement weather. No ball playing or running is permitted in the mornings or after school in the parking lot. Students are not permitted on the playground or field before school.

At 7:50 teachers will come out to the parking lot (or cafeteria) to meet their classes. Students will be instructed to line up at this time. Promptly at 7:50, we will begin the day with community prayer. Morning announcements, led by student council, will begin at 8:05am.
For after school pick-up, parents are requested to follow the same procedure as in the morning—entering from Thornwood Pl. or Morning Ave. and exiting onto Hollywood. Your child will enter your car on the passenger side. Once all cars are loaded, the vehicle lines will be dismissed. If you wish to pick up your child but not via the car line, we ask that you park in the lot to the side of the church and walk to the front of the building by Door #1 and pick up your child there.
Please do not enter the driveway between the church and playground in the morning or after school as that lane is reserved for buses.

Asbestos (Plan to Inform)

Consistent with the requirements of the Asbestos Hazard Emergency Response Act or "AHERA" (40CFR Part 763) the Columbus Diocese Schools inspect for Asbestos Containing Building Materials (ACBM) and develop an Asbestos Management Plan for each school. This is to:

"Ensure that workers and building occupants, organizations, or parent teacher organizations, are informed at least once each school year about inspections, response actions, and post response actions activities, including periodic re-inspections and surveillance activities that are planned or are in progress."

"Ensure that short term workers (e.g. phone repair works, utility repair workers or exterminators) who may come in contact with asbestos in a school are provided information regarding the location of asbestos containing building material (ACBM) and suspected or assumed ACBM."

Some Diocese of Columbus school buildings contain known or suspected asbestos containing building materials and are subject to periodic surveillances every six months.
Each of the school buildings is being re-inspected and an Asbestos Management Plan is currently being prepared. When completed, they will be available for review at the school offices. This notice is provided as the annual notification required by AHERA.

Behavior of Students Off Campus

Students may be subject to the full range of discipline policies, penalties and procedures that apply to unhealthy, dangerous or immoral conduct that occurs off-campus, including conduct that adversely affects the education process or the mission of the school community.
Examples of such off campus behavior include, but are not limited to: Electronic/internet/cell phone threats and harassment; Threats of violence; Alcohol use; Fighting; Sexual harassment; Drug possession or use.
The Diocese of Columbus has a concern with conduct by students at school or away from school that may bring discredit or harm to the name of the school or the reputation of the student body. Consequently, conduct at school or away from school that is inappropriate to Christian moral standards, conduct that is in violation of the law, including the use of social

media, conduct that is detrimental to the common good, threatening, harmful or offensive to other students or staff or conduct that is of such nature as to jeopardize the good name of the school, may subject a student to discipline. Discipline for such conduct shall be at the sole discretion of the school.

Birthday Parties

The homeroom teacher determines what types of celebrations will be held in the classroom. Parents are encouraged to communicate and collaborate with the teacher regarding the provision of treats, possible allergies, and recognition in honor of their child's birthday.

Bicycles

Bicycles may be ridden to school. They must be locked and placed in the designated area. Bicycles may not be ridden during recess or on the playground at any time. The school assumes no responsibility in case of theft or damage.

Calamity Days

Canceling schools due to inclement weather is never an easy decision to make. Parents should have a plan in place for their children whenever it becomes necessary to cancel school. Because Catholic schools rely on public school transportation to get children to and from school, the public school districts play an essential part in the decision making process. For schools, the *Office of Catholic Schools* has made the following decisions:

When the road conditions are dangerous for travel, all elementary and high schools shall be cancelled.

When the weather temperature is dangerous for students to be outside waiting for buses, the elementary schools will be cancelled. If the Columbus Public School District cancels school due to transportation issues unrelated to weather, both Catholic elementary and high schools will be in session **without** Columbus Public School transportation. If the Franklin County Diocesan schools should be closed, it will be announced on local news media as "Columbus Catholic Schools."
St. Christopher Catholic School parents will be notified using the Parent Alert System in FACTS. Emergency closings of school during the day will be made by the principal in consultation of the pastor. Should an early dismissal be necessary, parents will be contacted by the school via the Parent Alert System in FACTS. Emergency Notification Forms are completed online during the enrollment process in FACTS. Parents should plan for such emergencies by instructing their children where to go if no one should be home.

Child Custody

The custodial parent is required to provide the principal or the person in charge of admission with the most current certified copy of any child custody order or decree pertaining to the student through the registration process or upon acceptance. Any changes to the orders must be provided to the school in hard copy, within 2 weeks of a court's decision. It is the parent's

responsibility to notify the school of any change in custody status and to provide documentation promptly.

Non-custodial parents shall have access to school records, conferences, and information unless otherwise restricted by court order. It is the obligation of parents to properly inform the school of limit of access to children, records, or other information. Non-custodial parents may not use the school for the purpose of circumventing custody orders or visitation rights.

Daily Schedule for St. Christopher Catholic Elementary School

7:50: Starting Bell and morning prayer

7:55: Head to classroom to unpack

7:55: Tady bell rings

8:05: Announcements and pledge of allegiance

11:00-11:30: Recess for grades 4-8/Lunch for Grades K-3

11:30-12:00: Recess for grades K-3/Lunch for Grades 4-8

2:40---Dismissal

Dress Code-Kindergarten

Students are required to wear the physical education uniform as their daily uniform.
Students must wear the royal blue St. Christopher Catholic t-shirt. Educational Apparel sells gray St. Christopher Catholic sweatshirts or pullovers that may be worn over the top of the royal blue shirts. Shirts must come past the waist.
Kindergarten students must wear navy blue mesh, drawstring shorts or solid navy blue sweatpants with the St. Christopher logo. Shorts and pants may not have pockets, buttons, or zippers. Shorts must be knee length and are permitted from the first day of school through October 31st and again from April 1st through the end of the school year or at the discretion of the principal.
Students are encouraged to wear tennis shoes. Please avoid styles that may cause a distraction during the school day. All shoes must have backs for safety. Shoes that are easy for the child to manage, such as velcro straps, are highly encouraged. No sequins, lights, studs, characters, glitter or other embellishments are permitted.
Students must wear solid white, black or navy blue socks. No lace, logos, or patterns. All socks must be pulled up to their maximum length and be visible above the shoe.
Hair must be clean and well-groomed. Students are expected to avoid extreme hairstyles or large hair accessories. Hair may not be sprayed, glittered, colored, or artificial. All hair accessories should either be solid in color or the school uniform plaid.
For boys, hair must be above the collar and not past the middle of the ear. Bangs must be above the eyebrows. As a matter of courtesy, all hats should be removed while in the building.
Girls may wear one earring per ear. Earrings may be either post style or earlobe hugging hoops. Boys may not wear earrings. All students are permitted to wear a watch

but may wear no other bracelets. Apple watches, or watches with the capability to text and email, may NOT be worn. All students are permitted to wear a cross or religious medal on a chain, but these necklaces cannot be choker style. No make-up or glitter may be worn at school. Artificial nails are not permitted. Both clear nail polish and lip balm are permissible.

Dress Code-Grades 1-8

Jumpers/Skirts

Grades 1-5: The blue, green and white jumper is available at Educational Apparel. The jumper must be no more than one inch above the knee. Shorts must be worn under the jumper. In colder months, navy blue tights or navy blue leggings may be worn under the jumper.

Grades 6-8: The blue, green and white plaid skirt is available at Educational Apparel. The skirt must be hemmed to no more than one inch above the knee and may not be rolled at the waist. Shorts must be worn under the skirt. In colder months, navy blue tights or navy blue leggings may be worn under the skirt.

Pants

Girls and Boys: Students must wear navy blue uniform pants (sold expressly as uniform pants.) Students may not wear jeans or faded pants. No extra zippers, pockets, or corduroy pants are permitted. All pants must be worn at the waist. A plain navy blue, black, or brown belt must be worn with the pants and **be secured at the waist**. No baggy or rolled up pants.

Shorts

Girls and Boys: From the first day of school in August until October 31st and from April 1st until the last day of school, students may wear knee length, blue, uniform shorts. A plain navy blue, black, or dark brown belt must be worn with the shorts and **be secured at the waist**.

Shirts

Girls and Boys: Plain white or light blue knit, or oxford cloth, shirts with long or short sleeves (sold expressly as a uniform shirt) must be worn. All shirts and blouses must be worn tucked in at all times. Only the top button may be unbuttoned. Plain white t-shirts may be worn under the uniform shirt. The t-shirt must be short sleeved if the uniform shirt is short sleeved.

Boys in grades 6-8 will be required to wear a white button down collared shirt with a tie on all MASS days.

Sweater/ Sweatshirts

Solid navy cardigans, the St. Christopher Catholic pullover sweater, or St. Christopher Catholic sweater vest are permitted. All students may wear the St. Christopher Catholic logo sweatshirt or the gray gym sweatshirt over their school shirt. These are available at Educational Apparel. All other sweatshirts and hoodies including spirit wear and St. Christopher team apparel may not be worn in the building during class time unless otherwise designated.

Shoes
Shoes must be tied or strapped, non-skid, non-marking, rubber or hard soled dress shoes or athletic shoes. No boots, open-toed shoes, moccasins, sandals, or clogs or crocs are permitted. All shoes must have “backs” for safety. No sequins, lights, characters, studs, glitter, or other embellishments. On Physical Education days, athletic shoes must be worn. Boots may be worn to and from school in cold weather months, but must be removed at the start of the school day.

Socks
Students must wear solid, plain white, black, or navy blue socks that are long enough to cover the ankle. All socks must be pulled up to their maximum length and be visible above the shoe. Girls may wear solid white or navy blue knee socks or tights. Students may also wear solid navy blue leggings under their skirt or jumper during the cold weather months, but the leggings must come down to the ankles and over the socks.

Hair

Hair must be clean and well-groomed. Students are expected to avoid extreme hairstyles or large hair accessories. Hair may not be sprayed, glittered, colored, or artificial. As a matter of courtesy, all hats should be removed while in the building.

> **Girls:** Hair accessories may be worn, but avoid any accessories that cause distraction and draw attention. All hair accessories should be solid in color or school uniform plaid.
>
> **Boys:** Hair must be above the collar and not past the middle of the ear. Bangs must be above the eyebrows. When applicable, boys must be clean shaven.

Jewelry/ Make up/ Nail Polish

Girls may wear one earring per ear. Earrings may be either post style or earlobe hugging hoops. Boys may not wear earrings. All students are permitted to wear a watch, but may wear no other bracelets. Apple watches, or watches with the capability to text and email, may NOT be worn. All students are permitted to wear a cross or religious medal on a chain, but these necklaces cannot be choker style. No make-up or glitter may be worn at school. Artificial nails are not permitted. Both clear nail polish and lip balm are permissible.

St. Christopher Catholic Spirit Wear

St. Christopher Catholic athletic apparel or Spirit Wear may be worn to and from school but not as part of the regular uniform during the school day unless designated as an official “Spirit Day” by the principal. Uniform extras sold by Educational Apparel can be worn as part of the uniform. Approved Spirit Wear can be ordered year round through Big Ideas Branding & Apparel (link on our website).

Physical Education Uniform

Students must wear the gray St. Christopher Catholic t-shirt with the school logo. Students must wear navy blue mesh, drawstring, elastic shorts or navy blue elastic gym shorts with the St.

Christopher Catholic logo. During the winter uniform months, students must wear navy blue sweatpants with the St. Christopher Catholic logo. These are available at Educational Apparel.

Parents will have the option to purchase a “special” gym shirt. Proceeds from the sale of these shirts will go to the Pelotonia fundraising campaign and can be found on our website in the Spirit Store.

Dress Down Days

On dress down days, students must wear appropriate casual clothing without holes or rips. No offensive wording is permitted. Girls may wear leggings-Provided that they wear a shirt long enough to cover their bottom. Students may not wear: pajama pants, crop tops, mini-skirts, off shoulder shirts, spaghetti straps, or tank tops. All shirts must be long enough in length that they could be tucked in and no undergarments should be visible. Spandex shorts are not permitted and all shorts and skirts/dresses must be mid-thigh in length. Low rise or sagging pants are not permitted. Make up may not be worn. Open toed shoes, open backed shoes, or sandals are not permitted. No boots on gym days. Jewelry is not permitted. Socks must be worn and visible above the ankle.

Uniform Expectations

Students are expected to follow the school's uniform policy each day (unless directed by the principal and/or teacher)

- **First offense:** Verbal warning to the student.
- **Second offense:** The student will be sent to the office, and a parent/guardian will be contacted to bring the appropriate uniform or take the student home for the day.
- **Dress-down days:** Failure to follow dress-down guidelines may result in the loss of future dress-down privileges.

Emergency Medical authorization

An Emergency Medical Authorization Form (one per student) is included in the Enrollment process in FACTS. Please report any health issues and any medications your child is taking at this time. Emergency forms will be kept on file in the school office.

Please notify the secretary of any changes as they occur. It is necessary to keep accurate emergency information. *Please send a written update of the following*:

- New address
- New telephone number (home and/or work)
- New E-mail address
- Change in emergency school closing plan if necessary
- New emergency contacts
- Effective date of change
- Signed and dated by parent or guardian
- Change of Parish

You may also update your information on FACTS at any time.

Emergency Procedures and Crisis Response

St. Christopher Catholic School has developed an emergency and crisis response plan. This plan has been prepared in consultation with local law enforcement personnel, to help direct personnel in effective management of emergency situations so that the safety of students and staff can be protected as much as possible. St. Christopher Catholic School will work cooperatively with the Diocesan Office of Catholic Schools as well as government and community agencies to prevent, assess, manage and investigate any threat to the safety and well-being of students and staff. This plan is designed to contain the primary elements or steps necessary for effective intervention and follow-up for selected common emergencies. Since it is impossible to enumerate all the emergency situations that may arise, this guide, along with common sense, should help to ensure that emergencies will be handled as effectively and safely as possible. The overarching goal of this plan is to eliminate and/or minimize, to the extent possible, student and staff exposure to dangerous and traumatic situations. In the event that students and staff need to be evacuated from the building, they will be taken to St. Christopher Church, 1420 Grandview Ave., Columbus, OH. A second alternative would be Grandview Heights High School, 1587 W. 3rd Ave, Grandview Heights, OH. After students have been taken to either of these locations, students should find their homeroom teacher and remain with that teacher until the students are released to their parents. When parents arrive at the reunification site, they should sign out their children on the Emergency Dismissal Sign Out sheets located at designated areas. No student may leave unless a parent or other authorized adult signs the student out. The responsibilities of all staff members during an emergency are stated in the Emergency Procedures Crisis Response Plan. A copy of this plan is available in the school office. Parents will be notified via text, phone and email if an emergent situation arises. Further details will be given at that time.

St. Christopher Catholic School staff and students comply with all Ohio School Safety Center drills for fire, tornado, and safety (lockdown) requirements.

FACTS Student Information System

The primary form of communication between home and school is FACTS. Every parent will be given a login to access this important program. Please contact the school if you ever lose or forget your login information.
Through FACTS, you may email the teachers, check announcements and the school calendar, check grades, check the school lunch menu, order and pay for lunch and afterschool care, volunteer hours, and pay tuition.
Report cards, behavior reports, and progress reports are accessed through FACTS as well.
It is the parents responsibility to regularly check their emails for communication from the teachers and/or principal.

Fidelity to Church Teachings

All school personnel who serve in Catholic schools shall be examples of Catholic moral behavior and professionalism and are to be faithful to Church teachings in both their instruction and lifestyle.

As explained by the National Conference of Catholic Bishops: The integration of religious truth and values with the rest of life is brought about in the Catholic school not only by its unique curriculum but, more important, by the presence of teachers [personnel] who express an integrated approach to learning and living in their private and professional lives. All school personnel, regardless of their religious affiliation, are therefore required to abide by the moral values advanced by the teachings of Christ, the tenets of the Catholic Church, and the policies and regulations of the Diocesan Department for Education, the Diocese and the employing school. School personnel may be disciplined or terminated for violations of these standards, or any conduct which is contrary to, or rejects or offends the teachings, doctrines, or principles of the Catholic Church.

Field Trips

A field trip is defined as a school-sponsored activity which occurs off campus supervised by school personnel and/or adult volunteers. Each student participating in a field trip must have a Permission Slip signed by his/her parent or guardian. **The permission slip must be returned to the teacher on or before the deadline date stated by the teacher on the permission slip.** Students failing to return these slips by the deadline may not be permitted to take part in the trip.

Persons volunteering to drive for a field trip must furnish the school with a copy of the following information:

- A valid driver's license.
- A valid registration for the vehicle.
- The vehicle must be insured for minimum bodily injury liability coverage limits of: $100,000 per person/$300,000 per occurrence and $100,000 Property Damage or a Combined Single Limit of $300,000.
- Has a criminal background check on file.
- Must have attended the Protecting God's Children Workshop.
- Be accompanied by another adult who meets the same requirements.
- Agreed to not use any cellular phone use while driving a vehicle for a school sponsored activity.

Drivers for a Field Trip are responsible for overseeing that each student being transported is wearing a seat belt. They must follow the preferred route only to and from the designated field trip (no "fast food" or other side trips). The drivers are responsible for the emergency medical form (provided by the homeroom teacher) corresponding to each student assigned to his/her vehicle.

Human Growth and Development

Human growth and development is taught in accordance with the Diocesan Religion, Science and Health courses of study. Following the courses of study, the identification of the reproductive system and its components are taught in fifth grade, with an emphasis on the Catholic Church's teachings on morality and human sexuality. In the middle school years of six, seven and eight, the Catholic Church's teachings on human sexuality as a gift from God for procreation and the reservation of this gift for marriage is taught, per Diocesan curriculum. In alignment with the Diocesan philosophy for Catholic schools, instruction is grounded in Catholic theology. Instruction supports the human growth and development components of the courses of study to fulfill our Catholic identity in light of our mission.

Items Forgotten At Home

Parents are asked not to interrupt regular classroom activities. Lunches, physical education equipment, books, or other items left at home must be dropped at the school office. Please have the name of the student and grade marked on the article you are dropping off in the office.

Lost Items

The Lost and Found is located outside of the school office. Any unaccounted for items at the end of each trimester will be thrown away and/or donated.

Lunch

Our school lunch program provides a nutritious meal following guidelines established by the government. A Health and Wellness Policy with regard to student nutrition and physical activity is available in the school office. A hot lunch, including milk, is offered for $4.00. An extra entree can be purchased for $1.50. Milk is $.75 and juice for $1.00. Parents have the option to both pre-order and pre-pay for lunch on-line through FACTS. Lunch can also be paid by sending in cash or check. It is highly recommended that parents keep money in the cafeteria account for their child to buy extras. Parents will be notified by email when the account is drawn down or if charges exceed twenty dollars. If you wish for your child to NOT BE ALLOWED TO PURCHASE EXTRAS at lunch, you must send an email to the principal and or cafeteria manager. If you do not, it will be assumed that the child is permitted to purchase extras at lunch and you will be responsible for paying the charges.
All lunch orders must be in FACTS prior to 9:00am daily. Parents will be responsible for supplying a packed lunch if a lunch order is not put in the system by this time.
Any child that has a balance due of $50 or more will not be permitted to buy a hot lunch until the account is brought to zero balance. You will be responsible for providing your child with a packed lunch until this time.
Free and Reduced Lunch forms will be sent home with each family at the start of the school year. Students that qualify for free or reduced lunches may still purchase "extras". However, these are not covered under Free or Reduced and the parents are responsible for covering the cost of these purchases.

Lunchtime/Recess

Parents are asked to use extra caution in the parking lot especially during recess--between 11:00 and 12 pm daily—as well as on gym days—Mondays and Wednesdays. If you need to come to school during these times, please park in the church parking lot.

Medication at School

A student receiving prescribed medication during school hours must have a signed medical authorization from the parent or guardian, and a properly completed physician's statement on file. The authorization must include the following:

- Written permission from the parent.
- A physician's verification of the necessity for the medication; name of the medication; dosage; times or intervals at which it is to be taken and duration.
- Medication must be in original containers and have an affixed label with student's name.
- A statement releasing and holding school personnel harmless from any liability for damages or injuries resulting directly or indirectly from the presence of the medication in the school or its use by the students.

Effective November 4, 1999, Ohio House Bill 121 permits students to carry and use asthma inhalers with the written approval of their parents and health care provider.
Employees of the schools of the Diocese and public school employees (e.g. school nurse) are permitted to administer prescribed medications to a student when conditions exist, which, in the judgment of the employee, merit giving assistance to the student.
At the discretion of the principal, the school may require that medication be kept in the office at all times. Accurate records of the medication given must be kept in the students' health files.
The possession or use of any non-prescription, over-the-counter medications during school hours is acceptable if the school office has the parent's written permission to administer the medication. A copy of the permission form may be obtained from the school office. The school will not administer aspirin to students because of its connection with Reye Syndrome.
Students who require the use of an Epi-Pen must have the required paper work in the school office. Please call the school for the necessary forms. Students with known allergies may now possess and use a nasal epinephrine delivery device or an Epi-Pen.

Parent Inquiry Procedures/ Discussing Concerns

Any parent who has concerns related to their child's performance, behavior, or safety needs is to adhere to the following procedure in this order:

1. Discussion with the teacher(s) involved-send an email asking for a meeting to discuss the concern. Please do not approach a teacher with a concern during pick up/drop off or other times of the day when the teacher is working.

2. Discussion with the school principal

3. Discussion with the pastor of the school

**Please do not bypass steps in this process! This often creates confusion and inaccurate information can get passed along. Thank you in advance for your cooperation.

Phone Calls

Important messages phoned into the office will be delivered to the student. To ensure that messages from parents to students are communicated in a timely manner, calls should be received by 1:45 PM. Parents should refrain from texting their child during school hours.

Releasing Students from School

A note for an early dismissal is required. Students will not be dismissed from the school building until an adult comes to the school office to meet the student.
In case of an emergency, the principal may send a student home. The child's parents will be notified and will be responsible for getting the child home.

Searches of Students and Schools

Normally, inspection of personal property, e.g. pockets, book bags, purses, etc., should not be conducted without the student's permission. If permission is given, the search must be made in the presence of at least 2 school officials. If permission is not given, the principal will consult with the Office of Catholic Schools for further instruction. After this consultation, inspection of personal property, as stated above, may be made if the school official has reasonable suspicion that such an inspection will reveal possession of objects or any substance which is prohibited on school property or if there is suspicion of a threat to the health, welfare and safety of students on campus.

Social Media Use

Social media provides wonderful opportunities for St. Christopher Catholic School families to network and develop relationships as well as to see up-to-date posts about the wonderful work of our students, faculty and community on Facebook and Instagram. Social media, however, also has the potential to damage the partnership between the school and our community. We ask that members of our school community ensure that posts about St. Christopher Catholic School are kept positive and consistent with our Catholic mission, especially with regard to its students, parents/guardians, teachers, administration and other staff members.
Parents/guardians or any member of the school community who post, whether in public or private groups, defamatory, threatening or offensive statements will be asked to remove these statements/material immediately and/or may be asked to withdraw his or her child from the school. This includes the use of social media for such purposes that may prove detrimental to the common good, threatening, harmful or offensive to other parents/guardians, student, staff and administration or is of such a nature as to jeopardize the good name of the school. Should a parent/guardian or member of the St. Christopher Catholic School community have a complaint or inquiry about an issue at school, please speak directly to the school administration about the matter rather than discussing it in a public forum.

St. Christopher After School Program

The after school program provides care for children enrolled in grades K-8. Our program follows the school calendar and does not operate on early dismissal days, when school is not in session or when closed for inclement weather. The program operates Monday-Friday from 2:40-5:30pm. Snacks, homework, playtime and structured activities occur daily. Rates for Full Time Status (4-5 days/week) are $70 per child for the week. Drop In Status (1-3 days/week) are $15 per day and per child. A copy of the St. Christopher After School Program handbook can be found on our school website.

Student Illness

Sick children often expose other students and school staff members to illnesses and germs. These illnesses are disruptive to the educational process and to other children and their families. Students who are ill should be kept home to help control the spread of germs.

Please follow the guidelines below to help keep our school safe and healthy:

- If your child shows these signs of illness they must remain home—or will be sent home from school :
    - Fever : Fever is defined as having a temperature of 100.0 F or higher. A student needs to be fever free for a minimum of 24 hours without the help of fever reducing medication before returning to school. **
    - Diarrhea, Stomachache and/or Vomiting : Students must remain home for 24-48 hours after stomachache, diarrhea, and/or vomiting has stopped. The student should be feeling better and food intake has returned to normal before returning to school. **
    - Difficulty Breathing : Student should stay home until he or she is feeling better and activity level has returned to normal. **
    - Sore Throat : Student should stay home if he or she has a red throat, swollen glands, or difficulty swallowing. **
    - Red Eyes and/or Eye Discharge : Student should stay home until recovered or seek evaluation by a healthcare provider.. **
    - Loss of Taste and Smell : Students should seek medical evaluation. **
    - Uncontrolled cold symptoms that interfere with the student's ability to learn (e.g. persistent coughing and/or persistent/active runny nose) : Student should stay home until symptoms are improving and can participate in class.**
    - Undiagnosed Rash : Student should seek evaluation by a healthcare provider.
    - Other Symptoms : Students exhibiting symptoms such as extreme fatigue, body aches and/or headache and are not able to participate in class should stay home until recovered or seek evaluation by a healthcare provider.
- If your child has suspected or confirmed COVID-19 infection, please follow up with your child's healthcare provider and follow recommendations regarding testing and/or masking. Students who test positive for COVID-19 may return to school when cleared by their healthcare provider.

- Please report to the school if your child has a communicable disease—defined as a disease that can be passed from one person to another. Examples include, but are not limited to, upper respiratory tract infections including COVID-19, influenza, strep throat, pink eye vomiting and/or diarrhea, and skin infections. Children are expected to remain home during the communicable period of the disease as defined by a healthcare provider. Before your child returns to school after an illness, please email the school with the following:
    - your child's symptoms
    - the date symptoms started
    - the best contact number for parent/guardian
- If your child sees a healthcare provider for any illness, please instead provide a note from the healthcare provider upon return that includes your child's diagnosis and the date when your child is able to return to school
- In the event a child becomes ill during the school day, the parent(s) will be called. If the parent(s) cannot be reached, the emergency contact will be called. Student(s) should be picked up within 30 minutes of notification

Toys

Toys from home are not permitted in the classroom and may be held by the teacher until the end of the day. The exception would be designated days or specific teacher requests.

Vacations during the School Year

Children who are taken out of school to accompany parents on vacations are not excused from school. This situation is referred to as an unexcused absence. An unexcused absence is defined as any situation that can be avoided, such as family vacations, business trips, etc. There is not a school policy that requires that assignments be given to students before they leave on the trip. If an assignment or assessment is missed while the student is gone, the student must make arrangements with the teacher to make up that assignment or assessment. Assignments may be found on FACTS.

Vaccinations

Ohio Law requires each student to demonstrate compliance with immunization requirements via medical documentation. All students must provide a record of immunization compliance to their school by the 14th day from entry. If no immunization records were provided by the 14th day from first attendance, the student will be excluded from school until proof has been provided. **All non-medical vaccine exemptions are reviewed by the nurse and principal and approval will be made on a case by case basis for admittance to school. The state exemption form must be completed. Please see ORC 3313.671 for further information as to exceptions to immunization requirements.**

Visitors

Parents and/or visitors to our school must report to the office through door #1 and sign in. Non-parent visitors will be escorted by a staff member or student while in the building.

Academics

Accelerated Math: Students in grades 6 and 7 may qualify for an accelerated or compacted math class. Criteria to determine placement in a compacted class model include: Teacher Recommendation; STAR Math Assessments; Report Card; Work Habits
Parents and qualifying students will sign a contract that clearly acknowledges the math placement and expectations.
Algebra: For students that have successfully completed the Accelerated/Compacted math class in grades 6 and 7, Algebra 1 course is taught in the 8th grade and is equivalent to high school Algebra 1. Students must take the Ohio's End of Course Exam (EOC) to receive credit for high school.

Artificial Intelligence (AI) Policy

Our Catholic school is committed to developing students who are **honest, responsible, independent, and capable of using technology in ways that support learning and reflect our Catholic values**. Students are expected to complete their own work and demonstrate their own knowledge, skills, and understanding.

Grades 5 and Below

Students in **grades 5 and below may not use artificial intelligence (AI) tools** to complete, generate, revise, or submit academic work unless specifically directed by a teacher for an instructional activity.

Grades 6–8

Students in **grades 6–8 may use AI tools sparingly and only with the explicit permission of the teacher and under teacher supervision**. When permitted, AI should be used as a learning support and not as a replacement for the student's own thinking, writing, problem-solving, or academic work.

Students may not use AI to complete assignments, generate answers, write papers, or create work for submission unless the teacher has specifically authorized its use. Students are responsible for following individual teacher directions regarding when and how AI may be used.

Academic Integrity

Submitting AI-generated work as a student's own work without teacher permission is considered a violation of the school's expectations for **academic honesty and integrity** and may result in an academic and/or disciplinary consequence.

Students and parents/guardians are encouraged to view AI as a tool that must be used **responsibly, ethically, and appropriately**, with the goal of supporting learning rather than replacing the student's own effort and growth.

Electives

Students in Grades 5-8 will have the opportunity to participate in 3 different elective courses over the course of the year. These elective courses are designed to complement the core academic curriculum while allowing students to explore new interests, develop talents, and discover their God-given gifts. Elective offerings may include areas such as the arts, technology, STEM, wellness, leadership, service, practical life skills, and other enrichment opportunities. Course offerings may vary by trimester based on student interest, staffing, and available resources. These courses are meant to broaden the students educational experience beyond the traditional classroom. Placement is based on student preferences when possible, class size, scheduling, and program availability.

Enrichment Programs

May include any of the following:

Accelerated Reader®
Google Classroom
IXL (Math, ELA, Science, Social Studies)
Lexia
Keyboarding Class
Spelling Bee
Invention League
Super STEM Day
Junior Achievement-Financial Literacy (K-8)
Accelerated Math (Grades 6/7)
Algebra (Grade 8)
Girls on the Run Club (Grades 3-8)
Scouting
DARE-Grade 5
Middle School Musical (Grades 7-8)
Battle of the Books (Grades 7-8)
Power of the Pen (Grades 7-8)
Mixed Grade Saint Named Family Groups
Children’s Choir (Grades K-8)
In the Know (Grade 8)
Chess Club (Grade 4-8)
Diocesan Athletic Programs
Chess Club

Intervention Services

St. Christopher Catholic School follows a Response to Intervention (or RTI) process in order to ensure that students' academic and social needs are met to the best of the ability of St. Christopher Catholic School. All students receive "Tier 1" instruction and accommodations in their regular classrooms which include: appropriate instruction, a standard-based curriculum, regular assessment and screening, differentiated instruction, and behavior interventions. If a teacher or a child's parent identifies a learning issue, a speech impairment or a pattern of behavioral concerns, the St. Christopher Catholic RTI process will be followed. The teacher will notify the school principal and school psychologist, communicate with the child's parents about the concerns, and begin documenting classroom interventions that are being implemented for four-six weeks. Examples of documentation may include writing samples, STAR data, classroom assessments/assignments, behavior journals, notes from classroom observations, etc. If, after the four-six weeks of documented classroom interventions, the child is not making progress, the teacher will notify the parent/guardian, the principal, and the school psychologist and a "child find" meeting will be scheduled. The local public school district (and/or the child's district of residence) will be contacted by St. Christopher Catholic and they will schedule and attend the child's meeting. The teacher will present the documentation at the child find meeting and a discussion will be held about the child's progress and the teacher/parent concerns. If the public school district suspects that the child has a disability, they will move forward with scheduling testing of the student, a follow up meeting, and writing a plan/IEP for the student if he/she qualifies. If the public school district does not suspect a disability or agree to test the student, the teacher, parent, and the St. Christopher Catholic psychologist will discuss creating an "Academic Support Plan" for the student (this is similar to a public school district "504 plan") if applicable.

Standards-Based Grading (Grades K-3)

Our focus should be placed on both the student's moral and intellectual excellence. There are several advantages of standards-based education:

- It ensures consistent expectations across grade levels.
- It helps teachers and students focus on the standards in their learning activities.
- Assessments are aligned to standards and provide evidence of what a student knows and/or can do.
- It provides feedback as to a student's proficiency level allowing the teacher to better individualize instruction.
- It provides parents with valuable information on how their child is progressing on the critical concepts and skills of the grade level as well as individual standards.

By fully implementing a standards based reporting system, accurate information about student performance can be communicated by teachers to parents. Children and their learning are too complex to be reduced to a simple letter grade. This reporting system will be a fuller indication of academic progress than other currently used grading systems. The progress codes indicate a

child's progress toward achieving specific grade level standards as identified by the Ohio Department of Education in conjunction with the Diocesan Courses of Study.

Instruction is focused on standards within our courses of study including appropriate and meaningful activities that engage the student in the learning process. Students focus on true mastery of a topic or skill and teachers focus on teaching standards that every student must learn. Each lesson taught is connected to a standard, and learning targets along the way mark progress toward meeting the standard. Learning goals are clear and opportunities to meet them are varied.

Standards Based Assessment

Students know in advance what they will need to learn, and they will have more than one opportunity to show they have met the standard. Teachers will use both informal (formative) and formal (summative) assessment to measure progress. Formative is assessment ***for learning*** and is characterized by direct and constructive feedback. Summative is assessment ***of learning*** and is designed to provide information or evidence about achievement of standards. Assessments can include portfolios, projects, quizzes, tests and daily assignments. Students will have multiple assessment opportunities –and different assessment options – to demonstrate their understanding of the standards. All assessment items are aligned to standards and determination of mastery is defined and communicated to the student prior to the student taking the assessment.

Diocese of Columbus Progress Codes

Symbol	**Progress Code Description**
E (+)	**Exceeds the Essential Standard** *The student exceeds the essential standard by consistently demonstrating an advanced level of understanding and/or the ability to apply knowledge at a higher level.* The student **independently** synthesizes information and makes connections between concepts to apply the knowledge in **new and unique ways** or to apply the concepts to solve real world problems. An "E" can be earned at any time throughout the school year. Teachers must give opportunities to **all** students to demonstrate this level of performance. Students should be strongly encouraged to try to complete "exceeds" questions. One suggestion is to embed the questions, not separate them out and label them "Extra Credit" or "Bonus".

	In addition, some foundational skills may not have an "Exceeds." For example, once a student knows all the letters of the alphabet, there are no ways to demonstrate "exceeding" this standard.
M (✓)	**Met the Essential Standard** *The student has consistently mastered the essential standard taught and assessed.* A student earning an "M" demonstrates **a consistent** understanding of grade level expectations and concepts **when assessed**. A student earning an "M" demonstrates content knowledge and skills by consistently demonstrating achievement of all the **indicators** that are linked to the essential standard. An "M" can be earned at any time throughout the school year and indicates strong, excellent work at the grade level. **The "M" is the goal for the grade level and should be celebrated.**
W	**Working Toward Meeting the Essential Standard** *The student is working toward mastery of the essential standard or is inconsistent in his/her demonstration of mastery when assessed.* A student earning a "W" has not yet met the essential standard but is progressing toward achieving the grade-level concepts and/or skills OR has been inconsistent in his/her demonstration of achievement of the indicator standards. **The "W" is an indication of a student learning the grade-level concepts and skills.**

N	**Not Meeting the Essential Standard** *Student has not demonstrated mastery of the essential standard. This is usually given to students who are at the beginning stages in learning a new concept or are working below grade-level*. A student earning an "N" demonstrates a very limited amount of knowledge or skill as it relates to the essential standard. In most cases, the student is still learning previous grade-level concepts and skills. The difference between a "W" and an "N" is in the grade level of the concept or skill that the student is working on. If a student is working on the grade-level essential standard but hasn't met it yet, he/she would receive a "W". However, if the student is working on previous grade-level standards, he/she would receive an "N".
INS	**Insufficient Evidence** *There was insufficient evidence provided for demonstration of mastery when assessed, usually because of lack of attendance or effort.* There should be correspondence documented on other parts of the report card. Students will be given the opportunity to provide sufficient evidence by the end of the next grading period.
*****	**Modification** *Only for those students whose curriculum content area and standards have been modified based on Services Plan/IEP Goals.* This does not apply to students who only have accommodations.

Students will have their progress posted through the online gradebook on FACTS so that parents may check their child's progress.

Report Cards will be issued 3 times per year. Parents will be given progress reports by means of STAR Math and ELA reports mid way between each trimester.

The primary purpose for report cards and progress reports is to give parents, teachers and students a clear picture of a child's academic progress and growth in relation to the Diocesan courses of study. The grades are determined by analyzing the "evidence" of learning and each student's work is measured against the standard, not other students' performance. Grades

reflect that a student is exceeding, meeting, or working toward mastery of the standards. The grades are given for each standard, not an average of grades for a content area. So a “good grade” means the student put in the work and knows the material. *Standards-Based education focuses on what a student knows, not how long it took to get there.* The teacher gives students the practice they need and more than one opportunity to demonstrate success—if they need it. In assessing the whole child, two separate categories will be reported:

- Academic achievement which is an accurate evaluation of what a student knows and is able to demonstrate.
- Nonacademic indicators which describe the actions and behaviors that support achievement.

Traditional Grading (Grades 4-8)

Purpose of Grading

Grades are used to communicate student achievement and progress toward the skills, knowledge, and standards taught in the classroom. Our grading practices are designed to be consistent, transparent, and reflective of student learning. Grades provide students and parents/guardians with information about how well a student is meeting course expectations and demonstrating mastery of the standards being taught.

Student and Parent/Guardian Communication

Students and parents/guardians are encouraged to regularly monitor academic progress and grades. Teachers will communicate assignment expectations and provide feedback to help students understand their progress and areas for improvement.

If a student's overall grade falls to a D or below at any point during the trimester, the student's parent/guardian will be notified by the teacher. This communication is intended to ensure that families are aware of the academic concern and have an opportunity to work with the student and teacher to support improvement before the grade appears on a report card.

Students are expected to take responsibility for their academic progress by completing assignments, preparing for assessments, seeking assistance when needed, and responding appropriately to teacher feedback.

Preparing Students for High School

The points-based grading system provides a clear and transparent way for students and families to understand how trimester grades are calculated. It also helps students develop responsibility for tracking their assignments, understanding points earned and points possible, and monitoring their own academic progress.

Learning how to manage a points-based grading system in grades 4–8 also helps prepare students for the grading systems and increased academic responsibility they will encounter in high school.

The following grading scale will be used for grades 4–8:

Percentage	Letter Grade
93–100%	A
90–92%	A−
87–89%	B+
83–86%	B
80–82%	B−
77–79%	C+
73–76%	C
70–72%	C−
67–69%	D+
65–66%	D
Below 65%	F

Honor Roll

The Honor Roll recognizes students in grades 4-8 who demonstrate a high level of academic achievement throughout the grading period.

High Honors: Students earning all **A's** in their academic subjects.

Honor Roll: Students earning **A's and B's** in their academic subjects.

Honor Roll recognition is determined at the conclusion of each trimester/grading period and is based solely on grades earned during that grading period. As a Catholic school, we recognize that academic achievement is only one aspect of a student's growth. Students are encouraged to use their God-given gifts to the best of their ability and to approach their studies responsibility, perseverance, integrity, and a commitment to excellence.

Report Cards will be issued 3 times per year. Parents will be given progress reports by means of STAR Math and ELA reports mid way between each trimester.

A Partnership Between Home and School

We believe discipline is most effective when students, families, teachers, and administration work together. Parents and guardians are encouraged to communicate with teachers when questions or concerns arise and to support their child's efforts to make responsible choices.

Our goal is not simply to assign consequences, but to **teach students to take responsibility for their actions, repair relationships when necessary, learn from mistakes, and make positive choices**. Through consistent expectations and a strong partnership between home and school, we can help our students grow academically, socially, and in character.

Homework

Homework is often necessary when a lesson begun at school needs to be completed at home and for practice of the learning standards. The amount of homework given will depend upon the student's ability and grade level.

Homework is the responsibility of the parent as well as the student. Although parents are not expected to do the work for the child, their cooperation is needed to see that the student has enough time and a suitable environment in which to complete assignments.
The teacher should be notified if (1) the student seldom or never seems to do or have homework or assignments, or (2) if the student appears to be spending too much time with assignments. Parental interest, encouragement, and cooperation are vitally important to the student and to the school staff. Homework assignments can be found in : FACTS, Assignment Notebooks, Weekly Homework Sheets provided by the teacher.

Make-Up Assignments

When a student is out of school because of extended illness (3 or more days), he or she should consult FACTS for missing assignments and/or email the teacher(s). We can have books and materials sent to the office for pick-up, if requested, within 48 hours.

Parent Conferences

We ask that all parents take the opportunity to meet with their child's teacher during fall conferences in mid October. All parents of Grades 4-8, are required to meet with their student and the homeroom teacher during fall conferences. At other times, conferences can be requested by parents/teachers with advance notification.

Parents are welcome and highly encouraged to discuss their child's progress with the classroom teacher at any time during the school year by email, phone, or in person. If you would like to meet in person, please schedule a time with the teacher so he/she has time to prepare.

Services Available To Students

Using auxiliary funds, we have tutors available for both remedial studies in reading and math. Testing can be requested by Columbus Public Schools by putting that request in writing to the

school principal. Our school psychologist is available on Mondays for counseling as well as testing. We have 2 school counselors as well that will be here 2 days per week. A speech and language pathologist is on site 1 day/week for those students that have an IEP for those services.

Music Program

St. Christopher students have the opportunity to grow in their understanding and appreciation of music. All students participate in music class and may choose to join choir as well.

Physical Education Program

The primary purpose of Physical Education is to promote physical fitness and to have students develop habits that will be beneficial throughout their lives.

A certified physical education instructor teaches physical education classes. Students are required to wear their gym uniforms on the assigned gym days (Monday and Wednesday). If a parent feels that there is an important reason (such as physical injury or illness) for the student to be excused from physical education class, a written note from the parent or doctor is required. Otherwise, your child will be expected to participate in gym class.

Religious Instruction

All students will be assigned to religion classes and are required to participate according to Ohio Catholic School Accrediting Association state standards. Our school follows the Diocesan Course of Study for Religion and has adopted textbooks from the Approved list. All of which can be found on the Office of Catholic Schools Website (https://education.columbuscatholic.org/).

Classes will attend Mass every Thursday, with the responsibility for planning the Mass rotating from class to class. The Sacrament of Reconciliation is offered to students during Advent and Lent.

St. Christopher has an annual Living Rosary and May Crowning ceremony. Boys and girls are encouraged to assist with liturgical celebrations through the altar server program and children's choir.

Sacramental Preparation Programs:

Sacramental programs are parish-based, as directed by the Diocesan Religious Education office and coordinated through the Parish Religious Education office.

All students of St. Christopher Catholic School should attend Mass every Sunday or Saturday evening. This is a serious obligation and the responsibility for this attendance lies with the parents. During school, students attend all school liturgies weekly and as scheduled throughout the year.

Media Center

The media center will be a place for support of the development of reading and writing in students. The media center will be a collaborative setting for classes to incorporate and extend the learning done in the classroom. Books will be available for checkout. It is the responsibility of each child to return checked out books before receiving another.

Columbus Diocese/St. Christopher School Technology Acceptable Use Policies

Catholic schools within the Diocese of Columbus have implemented voice, data, and video electronic communication systems that will allow unprecedented educational opportunities for students and staff to communicate, learn, and publish information.

These network resources provide students and staff access to electronic resources and are to be used for educational purposes. Communication over the diocesan network is not to be considered private. Users can have no reasonable expectation of privacy in use of diocesan and school systems, internet, devices or materials. The diocese reserves these rights with respect to systems, internet, devices and materials not owned by the diocese or school when they are used under circumstances that implicate the diocese or school. Network supervision and maintenance may require review and inspection of network activity.

Parent/Student signature of the Technology Acceptable Use Policy Form

The Diocese of Columbus Technology Acceptable Use Policy form will be given to the parents of every student and a signed copy for each student will be retained at school for each school year.

Parents and students who sign the Technology AUP form understand that:

- They grant permission for their child to access the Diocesan Department of Education computer system and technology resources.
- They understand that their child will be held liable for violations of the agreement outlined below.
- They understand that the diocesan computer systems and technology resources are intended for educational purposes.
- They understand that it is difficult for my child's school to restrict access to all controversial materials and that they will not hold the Diocese responsible for materials acquired on the network.
- Link to electronic signature:

Terms and Conditions for Internet Access and Use

The use of the Internet must be in support of education or research and adhere to the educational goals and objectives of the Diocese of Columbus Office of Catholic Schools. While some materials accessible via the Internet may contain information that is inappropriate or

inaccurate, the Office of Catholic Schools believes that the benefits to students and school employees exceed the disadvantages. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using network resources.

Acceptable Use of the Internet

Students are responsible for appropriate behavior when using the Internet just as they are in a classroom or hallway. Students are expected to abide by the generally accepted rules of network etiquette.

- Do not view, send or access abusive, obscene or harassing materials. A good rule to follow is never view, send, or access materials which you would not want your teachers and parents to see. Should students encounter such material by accident, they should report it to their teacher immediately.
- Do not access or participate in chat rooms, or multi-user environments including but not limited to IM, MUDs or MOOs; download or play games; subscribe to or access list-serves; download music files or check, send or receive e-mail unless prior permission is granted by a teacher.
- Do not give out any personal information including names, addresses, phone numbers or credit card information pertaining to themselves or any other person without appropriate staff approval.
- Do not engage in any commercial, for-profit activities.
- Do not violate copyright laws. Materials accessed through the Internet must be properly cited when referenced.
- Do not download or install any commercial software, shareware, or freeware onto network drives or disks. Do not copy other people's work or intrude into other people's files.
- Do not waste school resources by printing excessively or consuming limited hard drive space or network space.
- Do not use the Internet in any way which disrupts the service or its operation for others.

Consequences for Inappropriate Use of the Internet

Since Internet access is a privilege and not a right, users have the responsibility to use the Internet in an appropriate manner. Consequences of misuse or abuse of the Internet, depending upon the severity of the situation may include one or more of the following:

- A warning followed by re-clarification of the acceptable use guidelines.
- Loss of privilege of Internet access for not less than 45 school days.
- Notification of parents and administrators by phone or personal conference
- Referral to proper authorities for disciplinary and/or legal action.

Terms and conditions for technology, network and equipment access and use

Schools within the Diocese of Columbus provide a variety of technology resources that will allow unprecedented educational opportunities for students and staff to communicate, learn, and publish information. These resources include computers, software, scanners, printers, digital cameras, video cameras and much more. Students will be required to act appropriately when utilizing technology equipment and work areas.

GoGuardian and BARK

These are monitoring systems that our school will be utilizing for all students enrolled at St. Christopher. These programs looks for and then alert the principal of any potential issues such as, bullying, adult predators, suicidal references, depression and sexual content among other topics. These programs filter through all school issued devices and alerts administration and sends an alert when one of these instances is flagged. The GoGuardian system also allows for teachers to be able to monitor what students are doing on their devices and whether they are off-task or need help in real time.

Acceptable Use of Networks and Technology Equipment
Students are responsible for appropriate behavior when using Diocesan or school technology resources. Students are expected to abide by the following rules:

- Do not intentionally damage computers, computer systems or computer networks. Students should take special care with the physical facilities, hardware, software, and furnishings. Students may not remove/move, unplug, alter or add equipment or software to the network without the approval of the network administrator.
- Do not create or willfully disseminate computer viruses. Students should be sensitive to the ease of spreading viruses and should take steps to ensure that disks and files are virus free.
- Do not attempt to gain unauthorized or illegal access to Diocesan technology resources or any other technology resources.
- Do not attempt to gain access to the Diocesan or any other computer system or go beyond your authorized access by entering another person's password or accessing another person's files.
- Do not download, install or run any software without the express permission of your teacher or the network administrator.
- Personal technology equipment brought to school is subject to the procedures outlined in the Student Acceptable Use Policy.
- Do not alter the computers or change the settings or system configurations in any way.
- Do not alter, damage or vandalize Diocese technology equipment or software in any way. All students will be given and expected to use, a protective case to transport their device to and from school.
- Do not use Diocese resources to create, manage or access personal web pages or personal servers without the express permission of your teacher or network manager.

Consequences for Inappropriate Use or Damage of Networks or Technology Equipment

Users have the responsibility to use technology resources in an appropriate manner. Consequences of misuse or abuse of these resources, depending upon the severity of the situation may include one or more of the following:

- A warning followed by re-clarification of the acceptable use guidelines
- Loss of access to Diocese technology resources and/or equipment
- Notification of parents and administrators by phone or personal conference
- Referral to proper authorities for disciplinary and/or legal action
- Students who have lost technology privileges may not use personal equipment in lieu of Diocese or school equipment
- In some cases, parents may be held financially responsible for any damaged equipment

Conclusion

School personnel will exercise reasonable oversight to ensure that the communication and technology resources of the school and diocese are used in the appropriate manner. The Diocese makes no guarantee that the functions or the services provided by or through the Diocesan system will be error-free or without defect. The Diocese will not be responsible for any damage you may suffer including, but not limited to, loss of data or interruptions of service. The Diocese is not responsible for the accuracy or quality of the information attained through or stored on the system. The diocese will not be responsible for financial obligations arising from unauthorized use of the system.

Code of Conduct

Discipline Policy

This policy is meant to encourage responsible student behavior. Behavior is the manner in which one acts. Since the essence of Christian discipline is self-discipline, the student must be free to choose one form of behavior over another. In choosing to behave or misbehave, the student takes upon himself/herself the consequences of that chosen behavior. We want to establish classrooms (communities) where students have an opportunity to learn, contribute to the community in a positive way, and also to partake in the built-in incentives and surprises. We want the emphasis to be on “catching” the students making good choices. When they are making good choices, they are contributing to the community. When they make poor choices that hinder their opportunity to learn or restrict the opportunity of others, they must accept the consequences of their actions.

Parents will be informed of the specific policy used per class at the beginning of each school year.

Classroom

Students will:

- Arrive to school/class on time
- Listen attentively

- Follow oral and written directions
- Use time productively
- Work independently
- Work cooperatively in groups
- Complete class and homework assignments
- Be organized and prepared for class
- Work neatly
- Apply Christian values to behavior
- Show respect and courtesy for adults
- Show respect and courtesy for other students
- Cooperate with others at work and play
- Work without disturbing others
- Show growth in responsibility
- Show self-control
- Show respect for personal and school property
- Show care in personal appearance

Restroom

- Use the restroom without playing or eating
- Use soap dispensers and towel rolls properly
- Keep the restroom clean by disposing of paper towels properly
- Wash your hands when leaving
- Keep the walls, floors and ceilings clean

Hallway and Stairway

- Walk quietly
- Walk without disturbing other classrooms
- Walk on the right hand side of the hallway and stairway
- Respect work hanging on walls and bulletin boards
- Avoid the fire extinguishers and fire alarms except in emergencies
- Walk without touching or pushing in the stairway

Church

- Enter church in a prayerful manner
- Participate in Mass by being attentive, singing, sitting, kneeling, and standing at the appropriate times
- Exit church in a respectful manner

Field Trips

- Follow the directions of the person providing transportation for the trip
- Wear your safety belt or sit in your child restraint seat in the car. On a bus follow all the rules of the bus driver

- Act appropriately and follow directions at your destination

Student Playground Regulations

- Bicycles may not be ridden on the playground during recess, lunch periods, or at dismissal time. Bicycles must be walked on and off the playground before and after school
- Snowballs or water balloons may not be thrown at any time on school property
- Games that may endanger the health and well-being of any student will not be played (no tackle football, etc)
- No student may have food or beverages during recess on the playground
- No student may leave the playground during recess or lunch period without permission of the principal or supervising teacher
- We will try to have students outside whenever possible for recess unless weather conditions are extreme. Please have your students prepared to dress appropriately for outside recess.

Grades 6–8 Student Behavior & Discipline Expectations

Our Shared Goal

Our school community is committed to providing an environment where every student feels **safe, respected, prepared, and ready to learn**. We believe that students grow in responsibility, self-discipline, respect, and good decision-making when expectations and consequences are clear and consistent.

Our behavior and discipline system is designed to address concerns **early and constructively**. A behavior mark is an opportunity for a student to recognize a choice, make a correction, learn from the experience, and move forward successfully. We believe that communication and partnership between students, parents/guardians, teachers, and administration are essential to student success.

Academic and Behavioral Expectations

Students are expected to:

- Arrive to class prepared with the necessary materials.
- Complete and submit assignments by the assigned deadlines.
- Demonstrate honesty and integrity in all academic work.
- Keep their hands, feet, and belongings to themselves.
- Behave in a manner that allows all students to learn without unnecessary interruptions or distractions.
- Listen to and follow reasonable directions from teachers and staff.
- Treat classmates, teachers, staff, and visitors with respect.
- Follow the school's uniform requirements.

- Take responsibility for their choices and make an effort to correct inappropriate behavior.

Behavior Marks and Parent/Guardian Communication

Teachers may assign behavior marks for routine academic or behavioral concerns.

Academic concerns include:

- Being unprepared for class
- Academic dishonesty
- Missing assignments

Parent/guardian communication will occur when a student receives **three different academic marks within one week or two marks for the same academic offense**.

Behavioral concerns include:

- Failure to keep hands to oneself
- Disruptive behavior
- Failure to follow instructions
- Disrespectful behavior

When a student receives **three different behavioral marks within one week or two marks for the same behavioral offense**, the parent/guardian will be contacted and the student will serve **one lunch detention**.

Lunch Detention

Lunch detention provides students with an opportunity to reflect on their choices and consider how they can make positive changes moving forward.

If a student receives **three lunch detentions within one trimester, an after-school detention will be assigned**. The after-school detention will be served from **2:50–3:30 p.m.**, and a parent/guardian is responsible for picking up the student at 3:30 p.m.

The parent/guardian will be notified when an after-school detention is assigned. Continued or repeated behavioral concerns may result in additional disciplinary action.

Serious Behavior and Safety Concerns

The behavior mark system is intended to address routine classroom concerns. **Serious behavior or safety concerns may result in an immediate consequence and/or referral to school administration, regardless of the number of previous behavior marks.**

Serious concerns may include, but are not limited to:

- Physical aggression or intentionally making physical contact with another student

- Behavior that creates a safety concern
- Threatening behavior
- Serious or repeated defiance
- Intentional damage to school property
- Severe disrespect toward a student or adult
- Behavior that substantially disrupts the learning environment

School administration will determine appropriate consequences for serious incidents in accordance with school policies.

A Partnership Between Home and School

We believe discipline is most effective when students, families, teachers, and administration work together. Parents and guardians are encouraged to communicate with teachers when questions or concerns arise and to support their child's efforts to make responsible choices.

Our goal is not simply to assign consequences, but to **teach students to take responsibility for their actions, repair relationships when necessary, learn from mistakes, and make positive choices**. Through consistent expectations and a strong partnership between home and school, we can help our students grow academically, socially, and in character.

Suspension/Expulsion
Serious misconduct is behavior that disrupts the academic atmosphere of the school, threatens the safety of or endangers fellow students, teachers or school officials; damages property or flagrantly or repeatedly violates regulation or policies of the diocese or the school. Some behaviors that are considered serious misconduct can include but are not limited to:

Fighting

Use of inappropriate language, gestures or depictions

Disrespect of adults or fellow students

Bullying

Sexual Harassment

Stealing

Destruction or defacement of school property

Destruction of property not belonging to student

Use of tobacco, alcohol or illegal or non-prescribed drugs or medications

Possession of a weapon

For serious misconduct, the principal may suspend the student from school. The student may be sent home during the school day provided that the student’s parent has been notified.

Procedures:

- At the time of suspension, the principal will notify the parent of suspension in a written format stating the reasons and request that the student and parent meet with the principal to review the matter.
- Within 3 school days of the suspension, the principal shall meet with the student and parent who will be given an opportunity to express their views.
- By the school day following the meeting, the principal shall advise the student and parent of the decision, either to readmit the student to school, extend the period of suspension or expel the student.
- If the decision is to extend the period of suspension, the length of this period shall be indicated. The suspension period may not extend 10 school days per incident. If the student has served an in-school suspension it counts towards the total suspension time.

A principal's decision to suspend a student is a final decision.

Expulsion

There permanent dismissal of a student from school is an extreme measure to be taken only as a last resort: a) after all other efforts of motivation and counseling have failed; b)where attendant circumstances of crime, scandal, immorality or disruption constitute a threat to the physical or moral welfare of other people; c) as set forth in the Student Withdrawal on Grounds of Parental Behavior, Policy 5408; or d) when the contractual relationship between the school and a family has been irreparably broken in the determination of the school. In the event that an expulsion is warranted, the school will follow the Expulsion, Policy 5407 set forth by the Diocese of Columbus.

Parents may follow the Expulsion Appeal Process, Policy 5409 set forth by the Diocese of Columbus, if they so wish to do so.

Expulsion Appeal Process

When a parent of a student believes his/her rights under the handbook agreement with our school have been violated through the expulsion procedure, the person may submit a written appeal within 3 days of the date of the expulsion was placed in writing to the parent by the principal. The written appeal must be directed to the superintendent in the Office of Catholic Schools with the following information provided: Subject of the appeal; What rights/policies have been violated; Any factual data, other than hearsay; The efforts made to resolve or correct the issue leading to expulsion.

Should the superintendent determine that there is grounds for an appeal, he will investigate and follow the process of Policy 5409, Expulsion Appeal Process.

Procedures Following Expulsion

When a student is expelled, public school authorities shall be notified and the regular transfer procedure used for records.
Readmission to a school within the diocese (i.e. the same school or another school), shall be at the discretion of the receiving pastor/principal (elementary) or principal (secondary).

Bus Transportation Behavior

It is a privilege to ride the school bus. This service is provided to the students through Columbus, Hilliard and Southwestern Public School Districts.
Students are expected to act as young ladies and gentlemen while riding the bus. Each district provides a written explanation of the regulations for its riders.
If a student is found to be in violation of these regulations, it is the responsibility of the bus driver to put in writing the conduct that was found to be unacceptable. A copy of the Bus Conduct Form is mailed to the parents of the students.
After a second infraction, the student may be suspended from riding the bus for a period of three (3) days.
After a third infraction occurs in a school year, the student will again be suspended for a period of ten (10) days.
If a difficulty occurs after the second suspension, the privilege of riding the school bus could be withdrawn for the remainder of the year.
Students may NOT ride on a bus that they are not currently assigned to ride—no exceptions.

Student Abuse and Neglect

In compliance with state law, any teacher, counselor, administrator or other school employee having reasonable cause to suspect that a child has been abused or neglected is required by law to immediately contact the Franklin County Child Protection Services and law enforcement, if necessary. The employee will report the case to the principal who will report the case to the superintendent and Office of Safe Environment.

Bullying

The Diocese of Columbus schools and their staff shall not tolerate any bullying on school grounds or at any school activity on or off campus whether these actions are committed in person, written or electronically transmitted.

Bullying is defined as a conscious, willful and deliberately hostile activity intended to harm, induce fear through the threat of further aggression, and create terror. Bullying includes these 3 elements: imbalance of power, intent to harm and the threat of further aggression. Bullying behavior may include physical intimidation or assault; extortion; oral or written threats; electronically transmitted acts; threatening looks, gestures, or actions; cruel rumors; false accusations and social isolation.
Cyberbullying is bullying that takes place over digital devices such as cell phones, computers, and tablets. Cyberbullying can occur through SMS, text, and mobile apps or online in social media, forums or gaming where people can view, participate in, or share content. Cyberbullying includes sending, posting, or sharing negative, harmful, false or mean content about someone else. It can include sharing personal or private information about someone else, causing embarrassment or humiliation. Some cyberbullying crosses the line into unlawful or criminal behavior.

The diocese expects staff members who observe or become aware of an act of bullying to take immediate, appropriate steps to intervene. If a staff member believes that his/her intervention has not resolved the matter, or if the bullying persists, he/she shall report to the school principal for further investigation.
The diocese expects students and parents who become aware of an act of bullying on school grounds or at any school activity on or off campus to report it to the school principal for further investigation. The principal will contact the parents of the aggressor and the victim. This investigation may include interviews with students, parents, teachers, school staff, and reviewing records.
Consequences for students who bully others may include but are not limited to counseling, parent conference, detention, suspension, and/or expulsion depending on the results of the investigation. No retaliation shall be taken against a person who reports bullying.

Teasing behavior alone does not necessarily constitute bullying. Children may regularly interact in a manner that would be unacceptable among adults. Students are still learning how to interact appropriately with their peers. It is understandable that, in the school setting, students often engage in teasing, insults, banter, shoving and pushing that is upsetting to students. Teasing behaviors in and of themselves-while needing to be addressed by school officials-does not constitute bullying or harassment and the interventions and consequences are of another level.

Harassment

The Catholic schools of the Diocese of Columbus shall maintain a working and academic environment, in all programs and activities, free of all forms of harassment and intimidation. No student, teacher, other staff member or volunteer (male or female) should be subject to harassment in any form, and specifically not to unsolicited and/or unwelcome sexual overtures or conduct, whether verbal, physical, or electronically transmitted.

Harassment can take many forms. Harassment can occur at any school activity, and/or can take place in classrooms, halls, cafeterias, or even at programs sponsored by the school at other locations. It does not include compliments of a socially acceptable nature. Harassment is verbal, physical, or electronic conduct that embarrasses, denigrates, or shows hostility toward a person because of his/her race, color, religion, gender, sex, national origin, age or disability or other protected characteristics.

Conduct which constitutes sexual harassment is prohibited. Sexually harassing conduct includes, but is not limited to, the following:

1. offensive sexual flirtations, advances, propositions; jokes;
2. continued or repeated verbal abuse of a sexual or gender-based nature;
3. explicit or degrading sexual or gender-based comments about another individual or his/her appearance;
4. the display or circulation of sexually explicit or suggestive writing pictures or objects;
5. any offensive or physical conduct which shows hostility or aversion toward an individual because of gender or sex;

6. graffiti of a sexual nature;
7. fondling oneself sexually or talking about one's sexual activity in front of others;
8. spreading rumors about or categorizing others as to sexual activity.

Sexual harassment is not limited to conduct that is sexual in nature - it also includes harassment that is based on gender. Gender-based harassment, which is also prohibited, is conduct that would not occur except for the sex of the person involved. An example would be referring to a woman by or as a female body part, or a demeaning sex-based term, or treating people differently because of their gender. The same prohibitions apply with regard to inflammatory or offensive comments or conduct which is based upon race, color, age, religion, disability, or national origin. In short, working relationships between employees and peer relationships among students must be based on mutual respect.

Sexual harassment also includes the taking of, or refusal to take, any personnel or academic action on the basis of a person's submission to or refusal of sexual overtures. No person should so much as imply that an individual's "cooperation" or submission to unwelcome sexual activity will have any effect on the individual's employment, assignment, compensation, advancement, development, academic evaluation, participation in school programs or activities, or any other condition of employment or academic achievement. Not all physical conduct is necessarily considered sexual in nature. (For example, a coach hugging a student after an accomplishment, a teacher consoling a child with an injury, or physical conduct during athletic events would not be considered sexual conduct.) However, peer-based sexual harassment (e.g., student to student) can be a form of prohibited conduct where the harassing conduct creates a hostile environment.

A sexually hostile environment can be created by a school employee, volunteer, another student, or a visitor to the school.

Any person who believes he/she is the subject of harassment or intimidation must contact either the principal, assistant principal, or pastor at the elementary level; or the principal, assistant principal or superintendent at the secondary level. A complaint must be filed in writing. In the case of harassment involving a student or students, the parent(s)/guardian(s) of the respective students shall be duly notified. In the event that an individual alleges harassment by a principal, assistant principal or a pastor, the individual shall file the complaint with the superintendent. All complaints will be promptly investigated, and the person initiating the complaint will be advised of the outcome of the investigation. A student who believes he or she has been sexually harassed (or a parent who believes that his/her child has been harassed) must contact one of the appropriate persons as listed above.

Where it is determined that harassment has occurred, the appropriate authority will take immediate disciplinary action against any administrator, teacher, staff or student engaging in harassment. The response shall take into account the individuals and circumstances. Such action may include, depending on the circumstances, disciplinary measures up to and including termination of employment or expulsion in the case of a student.

No retaliation against anyone who reports harassment shall be tolerated. The Diocese prohibits such retaliation and will take appropriate responsive action if retaliation occurs

Policies

Locker Policy

Students in grades 4 - 8 are assigned a locker. Each student must accept the responsibility that goes with this privilege. The responsibility entails care and maintenance. The locker is to be free of writing both outside and inside. **NO TAPE OF ANY KIND SHOULD BE USED ON THE LOCKERS—MAGNETS ONLY!**

Any pictures used on the inside of the locker must be in keeping with the values taught at St. Christopher Catholic School.

Upon authorization of the principal, lockers may be searched. Authorization is given only when there is good reason to believe that the locker contains stolen property or items detrimental to the health and welfare of the students.

Banned Substance Policy

St. Christopher School realizes many temptations are present for our students in today's society. Banned substances are a cause for serious concern. Banned substances include drugs, vape, alcohol, tobacco and all other illegal and dangerous substances and paraphernalia. St. Christopher School looks upon each student as a unique individual of importance in his or her own right. It also urges each child to be self-disciplined. St. Christopher provides a substance abuse strand in the health course of study for Kindergarten through 8th grade. Opportunities to augment the health curriculum regarding drugs, alcohol, tobacco and other illegal substances are sought, planned and implemented by the teachers teaching the subject. Banned substances are not to be used, possessed, or sold on the property of St. Christopher School or St. Christopher Church. Anyone who is using, selling or has in their possession any of the above mentioned substances shall be brought to the attention of the principal. The principal will notify the student's parents/guardian and other authorities if these substances are brought to school.

Admissions Policy

St. Christopher Catholic School is open to students who sincerely seek a Catholic education and meet the requirements listed below. Because every Catholic child has a right to religious instruction and formation in the Catholic faith, preference is given to active members of our parish, St. Christopher as well as Our Lady of Victory. In addition, the following guidelines/policies are in place regarding admissions:

1. No person shall be admitted as a student in any Catholic school unless that person and his/her parent subscribe to the school's philosophy and agree to abide by the educational policies and regulations of the school and of the Diocese.
2. Whether the student is Catholic or non-Catholic, the student must agree to attend religious classes and the religious activities conducted in the school.
3. No student shall be admitted to any Catholic school unless he/she is deemed to have reasonable hope of successfully completing the school's program. In doubtful cases, students may be admitted on a probationary basis with dates and criteria of evaluation clearly established in writing.

4. A Catholic education should be made available to as many students as possible, but the school must consider whether it has sufficient resources to meet the educational and financial needs of all applicants. Decisions on enrollment may be made based on these constraints.
5. No student shall be admitted to a Catholic school if there is a financial debt of any amount owed to another Catholic school, inclusive of schools within the Diocese of Columbus and schools in other dioceses.
6. Students shall not be denied admission to a school because of a disability unless this disability seriously impairs the student's ability to successfully complete the school's academic program, or unless the school cannot provide sufficient care or make reasonable accommodation for the disabled child.
7. A birth certificate as proof of age must be presented to the school prior to admission. A baptismal certificate shall be required of all baptized Catholics students. The information on the birth and baptismal certificates shall be entered on the permanent office record in the proper place, but only when verified by the official document.
8. A child entering kindergarten must be five years old on or before September 30. A student entering first grade must be six years old on or before September 30. No child shall be admitted to first grade who has not successfully completed kindergarten. A waiver from this requirement may be granted only by the receiving school.
9. Each Catholic school retains the right to set local admissions standards, policies, and procedures in addition to those specified by the Diocese. The admission policy for each school should be made public and clearly stated in the local Family Handbook.
10. A copy of the Family Handbook is given to new applicants, either in physical or digital form. Parents are to acknowledge in writing (in either physical or digital form) that they have read and agree to adhere to the policies and regulations therein.
11. Annually, the pastor and/or principal shall review each student's continued eligibility for re-enrollment in the school.

St. Christopher Catholic School located at 1440 Grandview Ave. in Columbus, OH 43212 has adopted the following racial nondiscrimination policies: St. Christopher Catholic 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. Christopher Catholic School will not discriminate on the basis of race, color, or ethnic origin in the hiring of its certified or non-certified personnel.
Priorities for acceptance shall be as follows:

1. Children from families registered and active members at St. Christopher and Our Lady of Victory
2. Children from non-participating families registered at St. Christopher and Our Lady of Victory
3. Children transferring from other Catholic Schools
4. Children of other faith traditions

A fee of $150 per family is required each year, which is designated for technology and capital repair, and is non-refundable. It is not applied to tuition. For students/families that are returning from the previous year, this $150 fee is due along with re-enrollment by March 15th. After March 15th, the re-enrollment fee will increase to $200 per family.

Immunizations Required For Admittance Policy

Ohio Law requires each student to demonstrate compliance with immunizations requirements via medical documentation by the 14th day after their first day of attendance. Complete immunization against diphtheria, mumps, tetanus, whooping cough, polio, measles, Varicella (Chickenpox)German measles (rubella), and hepatitis B is required for entrance to school within 14 days of enrollment.
Students entering grade 7th grade must have two doses of measles, mumps, and rubella vaccines administered. (Generally, all three vaccines are given in one shot called an MMR). In addition, 1 dose of Meningococcal vaccine must be given on or after their 10th birthday. You must send the shot record to the school nurse.
Tuberculosis (PPD) skin test: All new students to the school who have spent more than 30 consecutive days in a TB endemic region within the past 5 years or who were born in a TB endemic region must present evidence of a negative TB test before they can attend school. The TB test must have been completed within the past year in the US. Current enrolled student who spend 30 or more consecutive days in a TB endemic region will also be required to have a negative TB test before returning to school.

Class Size Policy

St. Christopher School class sizes will be limited to a maximum of 35 students per classroom in grades 1- 8, and 25 students in kindergarten. Preschool classes will be limited to no more than 14 students and within teacher to student ratio per the licensing department of education.

Graduation Policy

The stated policy of the Diocesan Office is: “Graduation exercises for the eighth grade will be simple, appropriate and inexpensive.” An elaborate ceremony is not necessary because leaving the eighth grade no longer represents the end of the formal education process.
The graduation procedure at St. Christopher School consists of an evening Graduation Mass and diploma presentation followed by a reception in the cafeteria for students, families and guests sponsored by the seventh grade students and their families.
Students are eligible to attend an assigned Catholic High School based upon the residence of the student’s legal guardian. All eighth grade boys are eligible to attend St. Charles.

Tuition Policy

Tuition (PreK-8) for the 2026/2027 school year is $8300.00 per student.
St. Christopher School uses the FACTS tuition management system. All school families may either pay tuition in full by August 15 or pay in installments using the FACTS tuition

management. Tuition information for next year will be sent to all parents in the 4th quarter of the school year.
If a family leaves during the school year, due to moving, or because the needs of the child cannot be met, tuition will be refunded according to the months left in the school year.
All families are asked to pay a registration fee of $150 per family upon enrolling or re-enrolling. This fee is separate from tuition and non-refundable and goes up to $200 if paid after March 15th.
Tuition Assistance is available through the following scholarships, grants and other assistance programs:

*EdChoice Scholarship Program: St. Christopher Catholic School is a provider of the EdChoice and EdChoice Expansion Scholarships. *The Traditional EdChoice* Scholarship offers students in grades K-12 the chance to attend a private school for little or no cost. Students from lower-rated (designated) public schools qualify for these scholarships. Students must be enrolled and attending a designated school when they apply for the scholarship. *The EdChoice Expansion Scholarship* is an income-based program. Award amounts are based on a sliding scale. Parents must provide and upload appropriate income documentation before an award is made.

*Diocesan Grant and Aid: Financial Aid is available from the Catholic Diocese of Columbus based on income. To apply, parents must access the online application through FACTS Grant and Aid. The deadline is March 15th of every year.

*St. Christopher Parish Scholarships: There is a limited amount of additional parish assistance available. It is the responsibility of the parent to make a formal request by completing the required paperwork from the principal. Requests will only be considered if the parent has already applied for EdChoice as well as for assistance with FACTS Grant and Aid and are active and participating members of St. Christopher parish.

*Other Parish Scholarships: Parents of students that attend a parish other than St. Christopher can apply for parish scholarships with their home parish. It is the responsibility of the parent to make this request by completing the required paperwork from the principal, who will complete the request and submit to the appropriate parish to make the request.

Use of Name and Branding Policy

Attaching the St. Christopher Catholic School name, logo or other insignia to an event, activity, or publication implies a close connection with the school, usually sponsorship or endorsement. However, involvement by individual faculty, staff, students or parents is not, by itself, sufficient basis to title an activity, program or event as “St. Christopher Catholic School” sponsored. Rather the activity, program, or event must be one for which the school takes institutional responsibility.
Faculty members, staff, students, parents and parish members may use or authorize the use of St. Christopher Catholic School name, logo or insignia (alone or in conjunction with the name of a specified organization or activity) only with the written approval of the pastor and principal. No individual, company, or organization may seek to use the school name, logo, or insignia for any commercial benefit without the written approval of the pastor and principal of St. Christopher Catholic School. In appropriate cases determined by the pastor/principal,

permission for ongoing events, activities or publications requiring approval under this policy may be given.

Volunteer Policy/Service Hour Requirement

Parental involvement is vital to the successful functioning of St. Christopher Catholic School. Each family is required to volunteer 10 total hours during the academic year. These hours can include volunteer work related to Home and School events, athletic events, school fundraisers, cafeteria assistance, playground supervision, and much more! Any family member who is 18 years or older may contribute to your family's ten-hour requirement. For every hour that is not worked, you will be charged $10.00 at the close of the academic school year. We hope that we don't have to collect any money though because we would much rather have your involvement and participation! Students have shown that students whose parents are involved in their school are more likely to succeed, so we hope that this program will yield many positive fruits! Many opportunities are provided for participation. There are once-a-year activities which need help and those will be announced through FACTS or email. There are also many opportunities for parents or other family members to become involved in the school on a more frequent basis. A few of these include: cafeteria workers, playground supervisors, library aides, classroom aides, classroom liaisons, and tutors to name just a few.

OPPORTUNITIES AND SERVICE HOURS AWARDED

	SERVICE HOUR(S) AWARDED
***requires background check and Protecting God's Children Class**	
Home and School Board Member	10 hours
*Coach for a sports team	10 hours
Attend a Home & School Meeting-In person only	1 hour/meeting
*Field Day Helper	2 hours for 1/2 day 4 hours for full day
Coordinate 8th Grade Graduation Reception (7th grade parent only)	3 hours
*Cafeteria Helper	1 hour per hour served
*Recess Helper	1 hour per hour served

*APEX Race Day Volunteer	1 hour per hour served
Roll of 100 stamps	1 service hour
Case of 10 reams of copy paper	2 hours
*Classroom Helper	1 hour per hour served
Mum sale helper	3 hours
Spring Flower Sale helper	3 hours
Breakfast with Santa	3 hours
*Classroom Liaison	4 hours

This is not an exhaustive list of activities, merely a starting point/guide. Any hours volunteered will be given credit. It is the parents responsibility to be sure that all hours of service are logged in FACTS. You must enter the volunteer hours into FACTS to get credit for them.

ALL VOLUNTEERS who work with students in any capacity, must be fingerprinted and a copy of the fingerprint report must be on file at school. These fingerprints are good for 5 years and then must be renewed. All volunteers must attend a four hour session of *Protecting God's Children*. This includes anyone going on a field trip, volunteering in school, tutoring, or coaching.

Promotions and Retention

According to the Diocese of Columbus Department of Education handbook:
"Promotion of students shall be based on completion of academic work and mastery of academic skills. Credit shall not be given solely on the basis of class attendance."
"It shall be mandatory to consider various factors when making a retention determination. Of primary consideration is whether or not a second year in the same grade will enable the student to gain the skills and knowledge not learned in the first year. Other factors that must be considered are academic progress, knowledge of the English language, possible learning disabilities, and social and emotional maturity."
The principal has direct charge of all promotions and retentions. In making these decisions, the principal shall take into consideration the evaluation and recommendations of the teacher(s) of the pupils under consideration. A meeting with the parents is required by the middle of the 4th quarter to determine if retention is appropriate.

Student Transfer

Families whose child will be transferring from St. Christopher to another school must notify the school in writing at least one week prior to the student leaving.

Students transferring into St. Christopher from other schools are required to have their permanent record and transcripts transferred to St. Christopher and are subject to review by the principal prior to admission and placement. Students from outside the schools of the Diocese shall be assessed through the STAR screening process in math and reading prior to admittance.

Student Records

All students have a permanent record. The files are maintained in a cabinet in the office. The permanent record shall include directory information, attendance record, academic records, standardized test scores and health records. School personnel, teachers, and parents may have access to the records. All records must stay within the school office at all times. In some instances (Policy 2800) educational data can be provided by the principal without the consent of parents. All records requests made by the parents must be signed by the individual making the request and indicate the reason for the request.

Directory Information

Parents are required in FACTS upon enrollment, to designate what information they consent to be shared. Directory information will not be released to anyone using it for profit-making purposes. Trinity Catholic may share student directory information with their assigned feeder high school for the purposes of student recruitment.

Directory information regarding students will be released in various formats, including websites, unless a parent/guardian notifies the school that such information is not to be released regarding his/her child. Directory information includes names of students, grade level, honor roll, activities, sports, awards and date of graduation.

Parent Organizations

School Commission

The School Commission shall function as a consultative body whose purpose shall be to advise and support the Principal and Pastor in living out the school mission and beliefs.
The School Commission will be broken into 4 different Committees:
1). Facilities/Safety: Plan and implement a 5 year building maintenance schedule;
Promote safety procedures/plans on campus
2). Finance: Work with the principal and St. Christopher Finance committee to maintain transparency and financial stability
3). Marketing and Enrollment: Work to develop a marketing plan that aims to increase enrollment; Help to plan the annual Open House
4). Legislative Action: Work with the Office of Catholic Schools to advocate on behalf of St. Christopher Catholic School on legislative matters that impact our school and families.

Parents who wish to serve on any one of these committees should express an interest in writing to the principal and will be appointed by the Principal and Pastor. Once a parent is assigned to a committee, they become part of the School Commission Board. Volunteers for each committee are asked to commit to a 2 year term. After the committees have been established each committee will have an initial meeting in October and then on an as needed basis with full School Commission meetings once per quarter. This model of parent representation will give parents the opportunity to use their particular talents and skills in a targeted and specific approach which will lead to greater parent participation.

Athletic Association

The St. Christopher sports program follows the guidelines of the Diocesan Athletic Programs and Directors. Sports fees and various fundraisers fund the sports program. Saint Christopher Catholic School and the principal have no authority or jurisdiction over the sports program, and no tuition monies are used towards sports. However, Saint Christopher Catholic School and the principal support in spirit, the philosophy of athletics. St. Christopher sports programs are open to all of the students and children of St. Christopher, St. Margaret, Our Lady of Victory, and St. Francis parishes.
Many sports programs are offered to both boys and girls on a variety of levels. We encourage parents/students to look into the opportunities. These programs start at grade 4; however, we are part of a fall soccer league for grades 1 - 8.
At least one parent of every athlete is required to attend “Parent Like a Champion”.

Boys	**Girls**
• **Football**	• **Volleyball**
• **Fall Soccer**	• **Fall Soccer**
• **Basketball**	• **Basketball**
• **Baseball**	• **Softball**
• **Track**	• **Track**

Athletic Association Discipline Support Policy

Students suspended from school are not allowed to participate in Diocesan Recreation Association sporting events during the time of suspension.

While we have no procedure in place for linking overall school conduct and academic achievement, parents and coaches are encouraged to work as partners with the school in helping to curb inappropriate behavior or poor academic performance. This may include playing time consequences.
Ohio High School Athletic Transfer Policy Bylaw 4 Section 4- Scholarship:
A student in the first grading period after advancement from the eighth grade must have passed 75% of those subjects carried the preceding period in which the student was enrolled.

Home & School Association

Home & School is a parent organization which works to enhance our children's learning experiences by supporting the teachers, administrators and staff, providing expanded, hands-on learning experiences, and creating community-building activities for families.
The Home & School meetings are held the third Monday of each month from September through May (check the school calendar). Starting time is 7:00 P.M. All are welcome and encouraged to attend.

Amendment Statement

Statements in this handbook are subject to amendment with or without notice. The principal will attempt to keep the school families informed of all changes as soon as practical. Some changes might have to be made immediately due to unforeseen circumstances.

Parent/Student Handbook Acknowledgment

I, _____(parent/guardian) have read and
agree to abide by the policies and procedures laid out in this handbook. I acknowledge that the information contained herein is subject to modification, change, interpretation, and elimination at any time by the school in its sole discretion, without notice. The specific diocesan policies identified in this Handbook are summaries only. For complete copies of the policies referenced, refer to the Office of Catholic Schools Administrator's Manual. In the event of any conflict between the summary and the complete policy, it is the Administrator's Manual that governs.
*Link to electronic agreement at the end of this handbook.

Acknowledgement of Risks and Pledge to Follow Health and Safety Guidelines
*Updated: July 3, 2024
We, the parents(s) and student who are signing this student handbook for St. Christopher Catholic School, acknowledge and agree that, as a student at the school and as parents(s) of that student, entering into the school or being on the school premises or entering into the parish or being on the parish premises, having personal contact with teachers, classmates, and other School/parish staff, involves a certain degree of risk, including contracting and passing on communicable diseases (such as influenza, colds, COVID-19, etc.) and then potentially passing it on to others, including family members. Due to the inherent risk and the close proximity of personas at the school, there is an elevated risk of student and parent(s) contracting a disease

simply by being in the school/parish building, on the school/parish premises, or at any school/parish function.
By signing the school Parent/Student Handbook, we acknowledge and agree that after carefully considering the risks involved, we voluntarily and willingly accept those risks of being in an in-person environment, including the risk of contracting communicable diseases. If I have underlying health concerns which may place me at greater risk of contracting communicable diseases and all reasonable accommodations have been met, I acknowledge and agree to assume these risks.

Link to Electronic Signature/Consent:

https://forms.gle/xmiMC41pSbfUY3ip6