



St. Columba School Parent-Student Handbook

2021-2022

ADW Policy 3620: All Archdiocesan schools shall annually prepare and make available to all parents and students a handbook that presents all policies, regulations and procedures of the local school. School policies shall be consistent with Archdiocesan policies as provided by the Catholic Schools Office.

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Table of Contents

Faculty and Staff List.....	3
Preface.....	4
General Policies.....	6
Academics.....	24
Discipline Code.....	27
Dress Code.....	33
Fees.....	37
COVID 19 Addendum.....	41



7800 Livingston Road Oxon Hill, Maryland 20745

Phone: 301-567-6212 Fax: 301-567-6907 email: schooloffice@stccatholic.org

2021 – 2022 Faculty and Staff

Pastor.....	<i>Father Gary Villanueva</i>
Principal.....	<i>Mrs. Christine Patton</i>
Administrative Assistant.....	<i>Ms. Marie Norment</i>
Finance Officer.....	<i>Mrs. Nicole Vickers</i>
Enrollment/Fundraising Coordinator/Art K-8.....	<i>Mrs. Lera Rickling</i>
Pre-K 4 Lead.....	<i>Mrs. Lilibeth Soriano</i>
Kindergarten.....	<i>Ms. Faith Garbecki</i>
LW Aide.....	<i>Miss Rachel Galbreath</i>
Grade 1.....	<i>Miss Rachel Johnson</i>
Grade 2.....	<i>Mrs. Laura Galbreath</i>
Grade 3 Resource Director/LT.....	<i>Mrs. Cindy Flores</i>
Grade 4.....	<i>Mr. Adrian DiPalma</i>
Grade 5.....	<i>Mrs. Stephanie Downs</i>
Grade 6/Math/Algebra 6 – 8	<i>Mrs. Lauren Downs</i>
Grade 7/Science LT/5,6,7,8.....	<i>Ms. Jennifer Whelan</i>
Grade 8/Assistant Principal/LT/6,7,8 SS/Religion.....	<i>Mr. William Johnson</i>
Language Arts 6, 7, 8	<i>Mr. Jake Schroeder</i>
Music PK – 5.....	<i>Mrs. Rebecca Bautista</i>
Physical Education PK – 8.....	<i>Mr. Travis Barnhardt</i>
Librarian/Grant Coordinator.....	<i>Mrs. Cindy Cobleigh</i>
Maintenance.....	<i>Mr. Ricky Garvin</i>
.....	<i>Mr. Zaldy Seno</i>
Designated Nurse.....	<i>Mrs. Isobel Parks</i>
PSR Director.....	<i>Sister Luzviminda, MCST</i>
Accountant	<i>Ms. Diane Alexander</i>

PREFACE

The St. Columba Catholic School community warmly welcomes you. The faculty, staff and parents are proud of our traditions and strong educational programs.

We appreciate the sacrifices you make to pursue a Catholic education for your children. Our common interest, to provide a quality educational environment for our children, is what makes our school outstanding.

Our curriculum is designed to instill in our children Catholic morals and values while providing them with the academic skills needed for future success.

The Handbook is intended to provide guidance and assistance to students and parents regarding the school. The policies and the selected procedures and regulations set forth in this Handbook are reviewed and revised annually. Educational policy-making follows the standards set by the Archdiocese of Washington and is enforced by the Principal. The enforcement of school policy is directed by the Principal and carried out by the Staff. The information provided in the Handbook is not intended to cover every factual situation or circumstance. Such cases will be handled at the discretion of the Principal and/or the Pastor.

We are happy to be working with you to make your child's enrollment at Saint Columba a valuable religious and educational experience.

MISSION STATEMENT

St. Columba School exists to provide a Christ-centered environment wherein quality education helps each child grow in faith, knowledge, service and love of God.

PHILOSOPHY

We at St. Columba School recognize the worth and dignity of each individual as a child of God. Through daily examples of words and actions, we strive to guide all students to their fullest potential and to promote an atmosphere that encourages each child to grow spiritually, intellectually, socially, emotionally, and physically.

The staff works with parent/guardians to build a solid foundation of Christian moral values, self-confidence, self-discipline and self-worth that will remain in each child throughout adult life. We seek to instill the love of God and neighbor so that each child becomes an active contributor to Church and Community.

It is our goal to make the spiritual development and religious education of our students the school's highest priority. Our objectives are met by providing our students with

opportunities that encourage the development of Christian morals and values on a daily basis.

Teachers serve as role models for the students by creating an atmosphere of mutual respect and cooperation, thereby promoting Christian values and morals. The pattern of the relationship between students is one of seeing Christ in others through mutual respect and tolerance of differences. It can be concluded that teachers, parent/guardians, and students work together to build a Christian community based on faith and trust in each other.

St. Columba School is accredited by the AdvancEd Accreditation Commission.

EXPECTATIONS

The education of a student is a partnership between the parents and the school. Just as the parent has the right to withdraw a child if desired, the school administration reserves the right to require the withdrawal of a student if the administration determines that the partnership is not in the best interest of the students, classmates, or mission of the school.

THE PRINCIPAL AND THE PASTOR ARE THE FINAL RECOURSE AND RESERVE THE RIGHT TO AMEND THIS HANDBOOK. PARENTS WILL BE GIVEN PROMPT NOTIFICATION OF ANY CHANGES.

GENERAL POLICIES

ADMISSIONS

ADW Policy 3510: Non-Discrimination Policy

The Archdiocese Admissions Non-Discrimination Policy can be found on the website of the Catholic Schools Office of the Archdiocese of Washington: www.adwcatholicschools.org

Applications and Tuition payment will be done on-line through the TADS Program.

Applicants for grades Pre-K-8 are on a first-come, first-served basis with preference given in priority order to:

- Siblings of currently enrolled students in Saint Columba School.
- Children of registered parents/guardians who are contributing members of Saint Columba Parish. The church contribution envelope number must be on the registration form to meet this requirement.
- Children of non-registered members of Saint Columba Parish.
- Children of non-parishioners who are Catholic.
- Children of other faith communities.

Registration applications must be properly completed and must include:

- Certified birth certificate
- Baptismal certificate for Catholics
- Parish Statements
- Health/immunization records
- Current report card and testing information from the child's previous school
- Separated/divorced parent/guardians must furnish a copy of the custody agreement
- At the time of registration for new students, the registration fee, instructional materials fee, and tuition deposit will be paid. **The application fee is non-refundable. Upon acceptance, the instructional fee is non-refundable. Once enrolled, a fee of one-month's tuition will be owed if a 30-day notification of withdrawal is not given.**

In addition, the following criteria must be met:

Pre-Kindergarten (4 year old Program)

Archdiocesan and state regulations require that students registering for Pre-K 4 must be four (4) years of age on or before September 1st of that year and be fully

toilet trained. Pre-K 4 applicants are interviewed as part of the admission process. Interview information is reviewed and parents/guardians are notified of acceptance via TADS.

Kindergarten

Archdiocesan and state regulations require that students registering for Kindergarten must be five (5) years of age on or before September 1st of that year. Kindergarten applicants are interviewed and assessed as part of the admission process. Interview information is reviewed and parents/guardians are notified of acceptance via TADS.

Grades 1-8

Applicants must be tested and previous school records/testing reviewed before a final decision is made for acceptance and grade placement.

New Students

New students will be placed on probation for 3 months. Academic and social progress are reviewed by the St. Columba Principal and Leadership Team. This will determine if St. Columba School is able to meet the needs of the child.

ADVISORY BOARD

The purpose of the St. Columba School Advisory Board is to provide advice and assistance to St. Columba School's administrative team, pastor, and principal, in the governance of the school. The Advisory Board fulfills its purpose and exercises its functions in accord with the mission and goals of the parish and with the goals, policies and regulations of the Archdiocese of Washington.

ARRIVAL/DISMISSAL

The school hours are 7:40 a.m. to 2:40 p.m. Students arriving prior to **7:40 a.m.** will be required to sign in with the Extended School Program where a charge will be assessed.

*See COVID-19 Addendum for details.

Students who arrive after the 7:55 a.m. bell will be marked tardy. As soon as the tardy marker appears in the parking lot parents/guardians must accompany their child(ren) into the school to sign them in. Please do not leave student unattended in the parking lot when tardy. Walk them into the building.

Students will be dismissed at 2:40 p.m. Cars will enter the driveway closest to the church and school marked "ENTER". **Parents/guardians are requested to park in the designated parking areas, front end in, and turn off their engines.** Students are to enter and leave

parked cars only. All cars will leave via the driveway marked “EXIT” by the Parish Office. Students are to remain on the islands at all times. **No child is to stand behind parked cars to load or unload book bags. Drivers are asked to unload and load book bags. Drivers may not back into a space.**

No student may remain after school following the 12:00/2:40 p.m. dismissal bell unless required by detention notice or permission granted by the school, e.g. After School Program or extracurricular programs. No one is allowed back into the building after 12:30/3:00 p.m. unattended. **NO EXCEPTIONS.** After 12:30/3:00 p.m., a student and a parent/guardian may be permitted to retrieve any forgotten item after checking with the office or the B & A Director.

Parents/guardians are requested to wait for their child(ren) on the island across from the driveway by the school. Please do not go into the school at dismissal to pick up your child(ren).

Carpool drivers are asked to load/unload book bags onto the island so students do not stand in the parking lots.

During any part of the school day, parents/guardians are requested not to drive behind the school building and the Fr. Dewan Hall. Please park in the first parking lot closest to Livingston Road. This ensures the safety of all students.

At no time will a car be allowed to back in to a parking space. (See Parking Lot Safety).

Students are to enter cars as soon as they are dismissed. Students waiting for rides must wait in Saint Anne’s Courtyard (the main entrance to the Church). No student will be allowed to remain in the parking area while waiting for transportation.

No children/pets are allowed to play on the field/islands.

ATTENDANCE *(ADW Guidelines)*

ADW Policy 3535: Archdiocesan School Attendance

The following are valid reasons for excused absences from school (if properly documented by the student’s parent or guardian upon the student’s return to school).

- 1. Illness of the student (After three days of illness, student must provide medical documentation that indicates that the student is able to return to school);*
- 2. Death in the student’s immediate family;*
- 3. Necessity for a student to attend a judicial proceeding;*
- 4. Lawful suspension or exclusion from school by chief administrative officer;*

5. *Temporary closing of facilities or suspension of classes due to severe weather, official activities, holidays, malfunctioning equipment, unsafe or unsanitary conditions, or other conditions requiring closing or suspension of classes; and*
6. *Other absence(s) approved in advance by the principal upon the written request of a parent or guardian. Sufficient notice should be given to the school in order to provide expected student work to be completed while absent. Failure to provide sufficient time may result in an unexcused absence.*

Any absence that does not fall into one of the above categories, or is not properly documented by the student's parent/guardian, is an unexcused absence.

Parents/guardians are required to telephone the school office by 9:00 a.m. to inform the school if a student(s) will not be in school.

Maryland State law requires that any absence from school must be followed by a written notification stating dates of absence and reason. A doctor's certificate is required if absence due to illness is longer than three (3) days. No child will be readmitted to class without written notification. *See COVID-19 Adendum.

No student will be permitted to leave the school grounds during school hours without the expressed consent from the office. All requests must be in received in the school office prior to dismissal (in the form of a handwritten note, an email from the parent's/guardian's verified account, or phone call), and the child is to be picked up at the office. A notice of early dismissals is required in advance stating reason for early dismissal, time, and name of person picking up the student. Persons not listed on that student's emergency form will be required to show valid identification to office personnel before a child is released. The child must be signed out by the parent or authorized person before the child leaves with that person.

(Please see separate headings for Tardiness and Vacations.)

A student must be symptom and fever free for 24 hours before returning to school.

BOOKS

Fees

The book fee is included in the Instructional Fee (see separate heading).

Care

The School requires that **EVERY TEXT BOOK BE COVERED AT ALL TIMES.** (Contact paper may be used only on consumable workbooks.) Book covers are to be clearly labeled with subject title and student's name and grade. Books are to be carried in a standard size book bag.

Replacement Fee

Loss or negligent damage of textbooks or library books is subject to payment of its full replacement value.

Book Bags

Books may be carried only in bags manufactured with or without wheels specifically designed for the transportation of books. **No rolling luggage is allowed. NO WHEELS ARE ALLOWED** in Pre-K, Kindergarten and First Grade.

CHANGE OF ADDRESS OR VITAL INFORMATION

Parents/guardians must inform the school and Extended School Program within 24 hours of any change in address, telephone number, emergency procedures, family status, or any other vital information.

CHILD PROTECTION

It is the policy of the Archdiocese of Washington that all Catholic Schools within its jurisdiction will comply with the applicable laws regarding child abuse and neglect.

“Abused” A child whose parent, guardian or custodian inflicts or fails to make reasonable efforts to prevent the infliction of physical or mental injury upon the child, including excessive corporal punishment, an act of sexual abuse, molestation, or exploitation, or an injury that results from exposure to drug-related activity in the child’s home environment.

“Neglected” A child:

- Who has been abandoned or abused by his or her parent, guardian or other custodian, or
- Who is without proper parental care or control, subsistence, education as required by law, or other care or control necessary for his or her physical, mental, or emotional health and the deprivation is not due to the lack of financial means of his or her parent, guardian or other custodian, or
- Whose parent, guardian, or other custodian is unable to discharge his or her responsibilities to and for the child because of incarceration, hospitalization, or other physical or mental incapacity, or
- Who is in imminent danger of being abused and whose sibling has been abused, or
- Who has received negligent treatment or maltreatment from his or her parent, guardian, or other custodian.

COMMUNICATION

The school calendar and summer mailing are sent home during the summer. Please be sure that you receive these. The newsletter is published monthly with important school dates indicated. It includes changes that may be necessary in the calendar and news updates regarding the classes and various departmental activities. Bulletins are sent home with important information that needs immediate attention. **Make sure your child accepts the responsibility for bringing home all communications. Weekly/regular updates are sent out through PlusPortals.**

Please check our website regularly. School Reach will also be activated for emergencies and as needed.

Complaints or concerns should be handled initially at the lowest possible level. Persons with concerns about a teacher should first attempt to address the concern with the teacher. After such attempts have failed, administrators should be contacted.

Teacher Communication

Please communicate with your child's teacher by note/phone call/e-mail. Each teacher has her/his own voice mailbox. If you feel it is necessary to speak to your child's teacher, please call, email, or send a written request with your child and the teacher will contact you. Due to the many responsibilities our teachers have before and after school, parents are asked to understand that unscheduled requests for conferences can't be honored. **TEACHERS SHOULD BE SEEN BY APPOINTMENT ONLY. PARENTS ARE NOT PERMITTED TO INTERRUPT TEACHERS EITHER BEFORE SCHOOL OR DURING CLASS HOURS OR ON THE PARKING LOT.**

To encourage constructive dialogue with our parents and teachers, St. Columba's Administration asks that the following five-step procedure be followed in addressing serious concerns.

1. Parent requests interview with teacher to discuss the matter of concern and teacher meets with parents within 5 days of request to identify the problem and plan an appropriate course of action.
2. Teacher and parent agree upon a date for follow-up meeting or phone call to view progress concerning the problem. This follow-up is to take place within 3 weeks after the initial meeting.
3. If, after the follow-up, either the parent or the teacher is not satisfied with the disposition of the problem, both teacher and parent request separate interviews with the principal.

4. After conducting separate interviews, the principal will chair a meeting with the parent and teacher to agree upon an acceptable plan of action and set a date for an evaluation meeting concerning resolution.
5. At the evaluation meeting, parties should be satisfied with the resolution. Hopefully, the teacher and parent will have a deeper understanding of each other's needs and a purposeful line of communication.

CONFERENCES

Parent-Teacher conferences are scheduled in the Fall for all students. Additional conferences may be arranged by contacting the teacher who will confirm, in writing, a mutually agreeable time.

CONFIDENTIALITY

Teachers will keep confidential information entrusted to them so long as no one's life, health, or safety is at stake. Parents will be promptly notified of teacher concerns.

CONSTITUTIONAL LAW

Federal Constitutional law does not protect students and teachers in non-public schools because private schools are private agencies.

COUNSELING SERVICES *(ADW Guidelines)*

In the event of an emergency or crisis, the Archdiocese of Washington may send a team of school counseling professionals to St. Columba School. One-time, initial counseling services may be rendered to students by school or archdiocesan counseling staff in the event of a crisis or emergency.

CRISIS PLAN

An extensive crisis/emergency plan is on file in the school office. Each teacher/staff member reviews and practices the plan. We follow the ADW School Emergency Response Plan (SERP). A.L.I.C.E. training for action shooter emergency.

CURRICULUM

St. Columba School follows curriculum standards established by the Catholic Schools Office of the Archdiocese of Washington. St. Columba's curriculum is designed to instill Catholic morals and values, while providing the academic skills needed for future success.

EMERGENCY FORMS

Emergency forms are available for pick up or online and must be returned prior to the first day of school. It is extremely important that the school office maintain correct and current information for **each** student. Kindly inform the school within 24 hours of any changes of address, telephone numbers, emergency contact names and their telephone numbers, etc.

EXTENDED SCHOOL PROGRAM (ESP)

Students brought to school before 7:40 a.m. or left after 3:00 p.m. must be placed in our Extended School Program, ESP. ESP is open from 6:40 a.m. to 7:40 a.m. and from 3:00 p.m. until 6:00 p.m. Parents/guardians must register students for the program and pay on a monthly basis via TADS. When school dismisses at 11:50 p.m., any student remaining after 12:10 p.m. will be placed in the Extended School Program and you will be charged \$30.00 daily rate. Any subsequent use of the program by an unregistered student will result in a \$30.00/hour charge. **The Extended School Program is available on HALF DAYS unless otherwise announced. On HALF DAYS WITH NO ESP a late fee of \$60.00/hour will be charged for students not picked up by 12:30 p.m.**

Inclement Weather

If a delayed opening is announced, the Extended School Program will open on 1 or 2 hours delay at **7:40 a.m. or 8:40 a.m.** It is **closed** when school is closed. On early release days due to inclement weather ESP **will close at 4:00 p.m.** Please review the Inclement Weather Policy.

EXTRA CURRICULAR ACTIVITIES

Students may participate in various extracurricular activities providing they are students in good standing. Students must maintain a satisfactory grade average and may not be on detention or suspension. (See attendance).

Extracurricular activities include all lunch and/or after school activities, programs, and events.

FIELD TRIPS

Field trips are designed to enrich the program of study. **The Activity Fee (\$100.00) must be paid in order for your child to participate in school sponsored events or class field trips.**

Fields trips are privileges and students can be denied participation if they fail to meet academic and/or behavioral requirements. No student has an absolute right to a field trip. Permission slips for field trips must be signed by a parent/guardian and returned to school on or before the due date. Failure to do so will prevent your child from attending the field trip, since a child may not be transported away from the school without a parent's/guardian's signature on the field trip form. Permission may not be e-mailed or phoned in. Signed fax forms will be accepted. All chaperones must be Virtus compliant and will be determined by the teacher. For insurance purposes, no siblings are allowed on any school-sponsored field trips under any circumstances.

Service Hours for Field Trip Chaperones:

1. A parent/guardian can earn hours for chaperoning one field trip, per child, per school year.
2. A half day field trip earns 3 hours, a full day field trip earn 6 hours.

3. All chaperones must be Virtus trained and have fingerprinting done through the Archdiocese of Washington approved fingerprinting center.
4. Trips and chaperones will be coordinated by the teacher.
5. A parent/guardian has 3 days to respond to be a chaperone on a field trip. After that, there will be a random drawing to select the number of chaperones for that trip.
6. The teacher will notify you.

FLYERS

Any flyers for events outside of school must first be approved by the Principal. If approved, **it is the responsibility of the organization to print enough copies for disbursement.**

FUNDRAISING

The Home and School Association sponsors most fundraising activities in the school community. Exceptions include participation in a limited number of events supporting the eighth grade class and the general church community. All fundraising activities are to be reviewed, and approved by the Pastor, Principal, and Leadership Team.

According to pastoral guidelines and policy, one (1) check must be submitted by the seller for the total amount of sales (payable to St. Columba School) for each fundraising event.

Personal checks from families not registered at St. Columba School will not be accepted. All school fundraising events are coordinated by the Enrollment/Fundraising Coordinator with the approval of the Principal and Pastor.

INCLEMENT WEATHER

St. Columba School will follow the procedure of Prince George's County Public Schools if it is necessary to delay the opening or closing of the School. Parents/Guardians are advised to check local radio and television stations for school announcements. Our Pre-Kindergarten and Kindergarten follow the same schedule as Grades 1 to 8.

- If there is a one-hour delay, St. Columba will open at 8:40 a.m.
- If there is a two-hour delay, St. Columba will open at 9:40 a.m.
- If there is a two-hour delay and it is a scheduled half day, St. Columba School will be CLOSED.
- In the event that Prince George's County Public Schools have a scheduled "NO SCHOOL" day for students and the weather warrants closing all the Catholic Schools, the Catholic Schools Office will issue the following: **"PRINCE GEORGE'S COUNTY CATHOLIC SCHOOLS ARE CLOSED."** Individual schools are directed not to announce a closing.
- **AP NOTIFIER will be activated (if warranted) in an emergency or unplanned event that causes early dismissal, school cancellation, or late start.**

Students not picked up on time in case of early dismissal due to inclement weather will be placed in the ESP and the family will be charged the applicable ESP fees.

If a delayed opening is announced, the Extended School program will open on a delayed schedule: for a one hour delay Before Care opens at 7:40 a.m.; for a two hour delay, Before Care opens at 8:40 a.m. It is closed when school is closed. The After Care Program will close at 4:00 p.m. on early dismissal days due to inclement weather. Late fees apply beginning at 4:01 p.m.

In an emergency, the Principal and/or Pastor will be responsible for closing the school under the guidelines of the Archdiocese of Washington. PlusPortals will be activated.

PLEASE DO NOT CALL THE RECTORY REGARDING THE OPENING, DELAYS, OR CLOSING OF SCHOOL.

LIBRARY

The School Library is operated by a librarian and volunteers. A library skills curriculum plus additional activities are taught by the librarian. Books may be borrowed for a period of one (1) week. Students are reminded that borrowing a book makes them solely responsible for the borrowed item. A fee must be paid to replace lost and/or damaged books plus a \$2.00 processing fee. A student will not be allowed to check out additional materials until books are returned. The only exception would be at the request of a teacher. Parents/guardians should encourage students to read their library books and see that they are returned in the same condition when checked out and returned in a timely fashion.

LITURGICAL PROGRAM

Students participate in the celebration of the Mass weekly, as well as other seasonal liturgies and school wide service projects and community outreach programs as appropriately scheduled.

Catholic parents/guardians are encouraged to attend Mass every Sunday with their child(ren).

LOST AND FOUND

Students who find lost items are asked to take them to the office. Immediately upon losing something, students should check with lost and found. **Be sure all of your children's belongings are labeled for easy identification.** Students are encouraged to keep up with their belongings. Parents are asked to periodically check the Lost and Found container in front of the school office.

LUNCH

All students are required to have a lunch. This is the responsibility of the parent/guardian.

Students will bring their lunch to school. **No lunches shall contain canned or bottled soda. No lunches shall contain candy or gum.** Students' behavior at lunch should be based on courtesy and cleanliness. Parents/guardians are requested to bring forgotten lunches directly to the School Office with the child's name and grade clearly marked on the outside. The office staff will deliver the lunch to your child.

A hot lunch or special lunch program is available for students in Pre-K – Eighth Grade. Pre-K students must pack their own snack daily. Parents/guardians must send in lunch money by the due date. In cases where a student is absent on the lunch money due date, the student must bring in the lunch money the day he/she returns and no later.

MEDICATIONS

By Maryland State Law, the School cannot dispense medication of any kind without the parent/guardian hand-carrying the medication to the School Office. A completed Physician's Medical Order Form (PMOF) must be on file in the school office before any medication can be dispensed. The medication must be in its original prescription bottle/box with instructions clearly labeled. The medicine will be kept in the School Office. This applies to all prescription and non-prescription medicine, including throat lozenges and cough drops. Medication that is to be sent home daily must be transported by an adult to the parent/guardian of the student. Students **may not** carry any medicine on their person or in their book bags or clothing. **Parents are required to transport medication to/from school.**

Students may be allowed to carry medication for life threatening attacks. Asthma is one such condition that may give no warning if an inhaler is not immediately available; **however, a completed PMOF must still be filled out by the prescribing doctor and be on file with the school office. NO EXCEPTIONS.**

A SCHOOL MAY NOT DISPENSE MEDICATIONS CARRIED TO SCHOOL BY THE CHILD.

MONEY

All money must be sent to school in an envelope. This envelope should be clearly marked with your child's name, grade and what the money is for on the outside of the envelope. **A separate envelope must be used for each family member and each purpose.**

Any check that is returned for non-sufficient funds (NSF), must be paid back to the School in the form of cash, certified check, or money order PLUS a \$30.00 check fee. During the school year, if two (2) checks are returned for NSF from a family, all future payments from that family must be made in cash, certified check or by money order.

NON-DISCRIMINATION

Saint Columba School has a policy of open admission. No person, due to race, religion, sex or national origin is excluded or otherwise subjected to discrimination in receiving services. We do not hire or assign staff on the basis of age, race, sex, national origin or disability.

PARENT PARTNERSHIP

Parents play an active role in helping their children develop personal responsibility by working with them to establish goals and by monitoring their academic progress. Parental support of school programs and policies is essential. If you disagree with a policy or a decision, please do not discuss this in front of your child. **Please contact the teacher first**, in your child's agenda or by phone message, or e-mail, then the Principal, if necessary. Please do not arrive at school to meet with the teacher and/or Principal without a scheduled appointment. **DO NOT ENGAGE A TEACHER IN CONVERSATION IN THE PARKING LOT. THE TEACHER IS ON DUTY TO MAINTAIN SAFETY FOR OUR STUDENTS!**

Parent/Guardian Cooperation (ADW Guidelines)

Parents/Guardians and students understand and acknowledge the Roman Catholic religious nature of St. Columba School. Parents/Guardians and students agree not to publicly repudiate the teachings and traditions of the Roman Catholic Church, and will respect and support the unique identity that St. Columba School derives from its Catholic faith. As the primary educators of their children, parents/guardians will not act in ways that contradict the Catholic nature of St. Columba School.

Parent/Guardians shall cooperate fully with the school and the students shall participate in all required school programming, including instructions in the Catholic faith and attendance at Mass. As the primary educators of the students, parents/guardians agree to act in ways that promote the best interests of the church and school and will comply with the policies of the Archdiocese of Washington and St. Columba School. (ADW 3620)

Parental Participation (Required Volunteer Service)

The Home & School Association coordinates the parents mandatory Volunteer Service Program which benefits the entire school body through school-related activities and fundraising efforts. Please refer to your service program contract for details.

Parents are required to volunteer 20 hours **10 hours has to be actual volunteer hours served** of service each year. The service contract agreement must be signed

and returned before a child is allowed to begin the school year. A fee of \$15 per hour will be assessed for service hours not completed. The chair of each event keeps the volunteer records and submits copies.

Record keeping of volunteers is done by the chair of each event and a copy submitted to the school coordinator. It is the responsibility of the volunteer to sign arrival time and departure time on the volunteer sheet. When a discrepancy arises, the volunteer is to check first with the chairperson. **DO NOT CONTACT THE PROGRAM COORDINATOR OR THE SCHOOL OFFICE** before contacting the chair of the event.

Statements will be issued at the end of each quarter.

PARKING LOT SAFETY *See COVID 19 Addendum

Morning Drop-Off:

- From Livingston Road enter the school using the driveway closest to the church and school marked “ENTER” (no earlier than 7:40 a.m. unless your child/children are attending the Extended School Program) and pull in as directed by the parking lot monitor.
 - Vehicles may pull down the driveway and park in the spots in front of Fr. Dewan Hall to escort students attending ESP.
- Drivers will be directed by the parking lot monitor to drive straight down the driveway to the Field Lot (lot closest to the field) and turn down the lot.
- Drive all the way down to the end of the lane (lot), or follow the vehicle in front of you. This will help prevent a backup on Livingston Road.
- Parents should ensure that children are ready and prepared to leave their vehicle with all necessary school items such as backpacks, etc. upon entering the school parking lot.
 - **Children will exit the vehicle on the left side only.** No one should exit on the right side.
 - Parents should not leave their vehicles.
 - Children will then walk down the sidewalk and head directly to designated entrance doors. *See COVID 19 Addendum.
- If a parent needs to go into the school, do not pull into the drop off lanes. Instead, park your car in the first lot (lot closest to Livingston Road).
- Parents will be directed, by the parking lot attendant, to exit the lot by turning right down the driveway by the rectory.

Afternoon Pick-Up:

- At no time will a car be allowed to back into a parking space.
- PLEASE FOLLOW THE POSTED SPEED LIMIT OF 5 mph, AND, pull forward into a parking space. (**NO backing in**).

- Walk DOWN THE ISLANDS, and only cross in designated crossing area.
- Follow the directions of the parking assistants when navigating in the parking lot. This will avoid collisions and accidents.
- Please do not use cell phones when picking up or dropping of your child.

Please use **safe parking lot etiquette**. We all run late and have things going on but, when this happens, tragic mistakes result. Let's not have any "near misses" or accidents due to negligence.

Volunteers:

- All volunteers should park their cars in the first lot (lot closest to Livingston Road) and proceed directly to the School Office.

PARTIES/BIRTHDAYS

Room parents will plan parties for designated special occasions. Please organize all celebrations with the homeroom teacher. Invitations to an out of school private party may be distributed at school only if the entire class is invited. The school office does not provide phone numbers or addresses to individuals.

PERSONAL PROPERTY

The school cannot guarantee complete security of your child's personal possessions. It is requested that students do not bring expensive personal items or cash to school. Identify all books and belongings – this includes uniforms, sweatshirts and sweaters – clearly with the child's name and grade. Each student must assume the responsibility for the care of all materials.

RE-ADMISSION

Parents/guardians wishing to have their child readmitted to the school must comply with the formal registration procedures at the time of application for re-admission.

SACRAMENTAL POLICIES

Catholic students in the second grade are prepared for the reception of the Sacraments of Reconciliation and First Holy Communion. Catholic students in the eighth grade are prepared for the reception of the Sacrament of Confirmation. Parents/guardians and students are required to attend workshops in preparation for the reception of the Sacraments of Reconciliation, First Holy Communion and Confirmation. At these parent meetings, parents will be given information regarding the importance of these sacraments for them and their children. Catholic students in grades 3 through 8 receive the Sacrament of Penance during Advent and Lent.

For the celebration of Confirmation, children who attend St. Columba School or St. Columba Parish School of Religion will have a joint celebration with their classmates and families.

Because of class size and space limitation of our church, for the celebration of First Eucharist, there may be a need for two celebrations – one for St. Columba School students and one for the Parish School of Religion.

Since we are a Catholic school and because St. Columba School welcomes children of all faiths, children and their families who are either of no faith or of a Protestant faith, become part of the expression of our Catholic faith while at St. Columba School. While we do not proselytize, we welcome at all times inquiries about our Catholic faith. All those who wish to become Catholic may do so by enrolling in the program for *Rite of Christian Initiation for Adults*. Please contact our Parish Office at (301) 567-5506 and refer to PSR/Sr. Luzviminda.

For students whose parents desire Baptism for them it is recommended that:

1. Contact Sr. Luzviminda MCST

SAFETY PATROL

The school has an organized safety patrol program whose members are chosen from the 7th and 8th grade classes. They serve as safety monitors on the school grounds. Their responsibility is to encourage children to observe standards of behavior that will promote safety for all children. They ask the full cooperation and support of parents/guardians. Patrols report any infractions of school rules to school patrol faculty advisors.

SCHOOL OFFICE

The school office is open for business from 7:30 a.m. to 3:00 p.m. All business should be transacted during these hours. Anyone wishing to call the school for any reason may do so at (301) 567-6212.

All persons entering the school are to report to the school office where the staff is available to handle all matters. Individuals are **not** permitted to interrupt the classes with messages or deliveries.

The office phone is used for school related matters by teachers, staff, and administration only, except in an emergency. Only essential telephone messages will be delivered to the student during school hours. Please do not fax work to students.

Teachers may not leave the classroom to receive phone calls. If you wish to contact the teachers, please leave a message with the office personnel.

STUDENT RECORDS

A permanent record on each student is maintained in the school office. These records contain the following information: academic transcripts, academic testing, and health records (unless kept in a health office), and an emergency sheet. Parents or legal guardians have a right to review these records and are welcome to do so. An appointment for a

review of records must be made through the school office. Any outstanding financial obligations to St. Columba School will result in records not being transferred.

Any other records, especially disciplinary ones, are located in the principal's confidential files located in the principal's office.

Buckley Amendment

The school abides by the provisions of the Buckley Amendment. Thus, non-custodial parents will be given access to the academic records and to information regarding the academic progress of their children – unless there is a court order specifically stating that the non-custodial parent is denied access to such information.

SUPPLIES

Supply lists will be given to each student at the end of the school year. Please be sure that your child has all the required supplies posted on the school web page.

THREATS (ADW Guidelines)

In the event of any actual or perceived threat of violence or other inappropriate/illegal behavior, St. Columba School reserves its right to take any and all actions it deems necessary for the health and safety of its school community. Including the individual(s) making the threat. These actions may include contacting law enforcement offices, mental health professionals and/or any other outside experts as the school official(s) deems necessary.

TARDINESS

In an effort to lessen the occurrences of tardiness, the following procedure has been implemented:

- (1) A tardy marker will be displayed in the parking lot indicating that the last bell has rung and that any student(s) arriving during this time must have an adult walk them into the building and sign them in.
- (2) Adults must walk the student(s) to the office and sign each student into the Tardy Log. Tardy students will not be admitted to class without a parent signature on the Tardy Log. If a child is late because of a medical appointment, a note must accompany the child.

TECHNOLOGY (ADW Guidelines)

ADW Policy 3212: Technology and Internet Usage

Acceptable Use of Technology and Internet by Students in Catholic Schools: Students shall use all Technology Equipment, including, but not limited to computers, networking systems, Internet, mobile devices, communication devices, cell phones, email, social networking sites, calculators, DVD players, and cameras ("Technology Equipment") with care and respect, whether at school, at home, or elsewhere. Students shall not type, send or otherwise use any inappropriate or offensive words, or display, send, or otherwise use inappropriate or offensive images, sounds or messages from or on Technology Equipment. Students shall not use Technology Equipment in a manner which violates any local, state or federal laws. Students shall

immediately report to a teacher or supervising staff member any inappropriate material or misuse of Technology Equipment of which the student becomes aware. Students shall not use Technology Equipment in any way to engage in cyber bullying behavior. Any student use of cell phones and mobile devices during school hours is prohibited, with the exception of medical emergencies.

When using the School's Technology Equipment, all students: shall not reconfigure any school hardware, software, or network settings; shall print, download, or otherwise transfer only that information approved by the teacher or supervisor; shall obtain the permission of a teacher or supervisor before loading a file or disk onto a school computer; shall not use any school Technology Equipment to create, store, transfer or use software or electronic content in a manner which violates the rights of the holder of copyright in the software or the content; shall not plagiarize works on the Internet; shall not load any software onto school computers without first obtaining the teacher's permission; shall only use the Internet for school-related projects and shall visit only the sites assigned by the teacher; shall not "surf" the Internet or visit Facebook," or any other social networking websites while at school; shall not log-on to the Internet without permission from a teacher or supervising staff member; shall not give out, post, or otherwise distribute personal information such as photographs, home addresses, telephone numbers, parent's work addresses or telephone numbers or the name and location of the school.

Each student's parent/guardian must review the Technology and Internet Usage Agreement with the student and sign and return the Agreement during the first week of each school year.

Computer literacy is an integral part of the curriculum. A computer lab is set up and available for use by all students. All students and parents will agree to comply with the Archdiocesan guidelines for acceptable use of the Internet and must sign a user contract stipulating their agreement with this policy. Students who do not comply with usage rules will forfeit their usage privileges.

Unacceptable Behaviors

- Sending, displaying, or downloading offensive messages or pictures;
- Using obscene language;
- Harassing, insulting, or threatening others;
- Damaging of computer systems or computer networks;
- Violating copyright laws;
- Submitting documents from the Internet as a student's personal work;
- Using another person's sign-on and/or password;
- Trespassing in someone else's folder, work, or files;
- Using the network for commercial purposes;
- Revealing a personal phone number, name or address of one's self or another;
- Unauthorized use (usage must be granted by a computer instructor).

These behaviors will warrant disciplinary action.

St. Columba School reserves the right to examine any files, e-mail messages, and programs installed on the network or any technology device owned by the school to ensure the proper functioning of the network, conduct normal maintenance, and ensure compliance with the Network Use Policy.

TELEPHONE

Students are not permitted to use the telephone except for emergency circumstances. When these circumstances arise, the student must get permission from his or her teacher and must use the telephone in the school office. Students are not permitted to receive phone calls. Personal messages will not be delivered to students. Exceptions, of course, are made for emergencies. All cell phones must be turned off and checked into the office by 8:10 a.m.

TESTING

Children of St. Columba School Students will be tested each year according to the Archdiocesan Elementary School Testing Program (Scantron Standardized Testing and Faith Knowledge Assessment for Religion). Grades K through 8 will participate in this program. It is very important that all students are present for this testing. Results of these tests will be sent home in the final Report Card. We encourage parents/guardians to keep these results and to watch their child's progress throughout the years. Special testing is available to children, but this is handled on an individual basis with the parents/guardians.

VACATIONS

Missing more than two consecutive school days for a vacation is considered an extended vacation. Assignments and tests will be made up upon return at the teacher's discretion. Material covered in class during the extended vacation is the responsibility of the parent.

VISITORS

(Including Parents/Guardians/Volunteers)

Upon arrival, all parents/guardians, volunteers and visitors are required to sign in at the School office. All visitors must obtain a visitor ID sticker or button and wear it during the time of their visit. **Under no circumstance may a parent/guardian or outside visitor go directly to a classroom without first reporting to the school office.**

Visitors, parents/guardians and other family members are asked not to go to the child's classroom during school hours.

VOLUNTEERS

There have been significant changes in the requirements to remain in compliance with your Virtus Account. **ALL** current and new Virtus trained employees and volunteers **MUST** now be fingerprinted. There are no electronic background checks required.

Fingerprints can be taken at any police station or any CJIS recommended fingerprinting provider. Visit this link (<https://www.dpsc.state.md.us/publicservs/fingerprint.shtml>) for Operated Fingerprinting Centers. Wherever you decide to go, please call to confirm a

fingerprint technician is available and both State and FBI background checks will be done using our ADW Authorization Number.

For Fast and Accurate Service:

- ✓ Bring a valid form of government identification. (Driver's license, Certification of Naturalization, Passport or Military Identification)
- ✓ Fill out and bring to fingerprinting center the [Livescan Pre-registration Application](#).
- ✓ Fees are approximately \$40.00 - \$60.00 and are required to submit and process prints –Major credit cards and checks are accepted. Cash and money orders are not accepted at the State Operated Fingerprinting Centers.
- ✓ Provide fingerprint technician with the ADW authorization number: 9000016616
If you are part of the Preschool and Before/After Care Program ask to include the authorization number for the Office of Child Care for the county you are in.

WITHDRAWAL

Families withdrawing students from the school must notify the Principal in writing one (1) month in advance. If notice is not given, there will be a penalty of one month's tuition. The child will receive his/her last report card when all fees are current. **Once the school year has ended, withdrawals must be made by July 1st** according to the physical school year. Records will be forwarded to the new school upon receipt of a signed request for records. Parents/guardians must sign a release form. **No records will be sent until all financial obligations are met.** Once accepted, newly registered families will lose tuition deposit, registration, and instructional fees if they choose not to attend St. Columba School.

ACADEMICS

Grades are based on the degree of success the individual student has achieved in completing the program designed to meet his/her needs. Each student shall be graded in accordance with his/her ability and achievement. Each teacher will provide a copy of his/her grading policy.

REPORT CARDS

Report cards are distributed four times a year, in Grades 1 to 8, and two times a year to Pre-Kindergarten and Kindergarten, to show your child's progress. Report cards are accessed on Plus Portals parent account.

Quarterly report cards will be held if a family has an outstanding financial obligation to the school.

Grades are based on actual achievement of the student according to his/her grade level of instruction. These grades are based on the student's daily performance, homework assignments, weekly tests, unit tests, projects, and papers.

Pre-Kindergarten – Third Grade

Explanation of symbols:

- **EE** = Exceeds the grade level expectations at this time
- **ME** = Meets the grade level expectations at this time
- **AE** = Approaching the grade level expectations at this time
- **NE** = Not approaching the grade level expectations at this time
- **X** = Not assessed at this time

Fourth thru Eighth Grade

A 93-100	E Excellent	*with accommodations
B 85-92	G Good	√ Area of concern
C 77-84	S Satisfactory	
D 70-76	I Improvement needed	
F Below 70	U Unsatisfactory	

PROBATION

The school may place students who do not meet academic and/or behavioral expectations on a period of probation upon parent/guardian notification.

IEP REFERRAL POLICY

If a student is not progressing academically, the school may ask the parents to initiate, or the parents may initiate on their own, the process to request professional assistance from their local public school system. The Individualized Education Plan (IEP) process begins with a collection of screening information to determine if there is a reason to suspect a disability under special education laws. An initial IEP meeting with the IEP committee from the child's home school (St. Columba School is usually invited to participate in this meeting) will determine whether or not an evaluation plan is necessary. [*Federal Law requires implementation of an Individualized Education Plan (IEP) only in the public sector.*]

However, if an evaluation plan is developed and the test results determine that there is a need for implementation of an Individualized Education Plan (IEP); St. Columba School administrators will consult with the parents to determine the most appropriate academic placement for the child. Throughout the process to determine if the student is eligible for special education services, every effort will be made by St. Columba School staff to complete the required paperwork, to attend IEP meetings, and to support the parents. The Administration is responsible for making sure the accommodations that can be provided and agreed upon in the IEP with the parents are carried through to the teachers.

HOMEWORK

Homework is a part of the learning experience. Through homework, students develop good work and study habits that will be invaluable as they go on to high school, college, and careers.

Homework may be given on Monday through Thursday and possibly over the weekends as decided by the teacher. Quizzes and weekly tests will require nightly study. Parents are asked to provide a quiet, supervised time for study each night and to check homework. Assignments must be neat, legible and submitted when due.

Homework Guidelines

- Parents and guardians are encouraged to **monitor** the working time.
- Students who come to school without their homework may be asked to complete it during their lunch/recess time.

Parents/guardians support the teachers and fulfill their supervisory responsibilities by attending to the following:

- Review the assigned work with the child
- Provide a quiet, well equipped place as well as the time required
- Providing assistance to the child as needed and help plan their time so as to complete long term assignments by the due date
- Emphasize the need for study

HONOR ROLL

There are two honor rolls for Grades 4-8:

(Students with an S or below in any specials will not be eligible for honor roll.)

Principals List

The student must have all A's in all graded subject areas.

Distinguished Honors

The student must have all A's and B's in all graded subject areas.

PROGRESS REPORTS

Students in Grade PreK – Grade 3 will receive a progress report if the teacher deems it necessary to inform parents of progress. This report will be sent home mid-quarter.

All students in Grades 4-8 will not receive a paper progress report. Parents may access grades at any time via the Rediker Plus Portals website.

PROMOTION AND RETENTION (ADW 3310/3311/3312)

St. Columba School follows the Archdiocesan policy on promotion and retention. Generally, students who successfully complete the curriculum for a grade will be promoted. A student may be retained if he/she has not mastered the subjects or if social and emotional maturity is lacking.

Students failing two or more core subjects may not be advanced to the next grade level.

Parents will be notified in writing at the end of the third quarter if there is a likely possibility of retention, failure, or dismissal of a student for academic reasons.

DISCIPLINE CODE

St. Columba School is committed to providing a physically safe and positive learning environment that is free from harassment or bullying in any form. Harassment or bullying of any member of the school community is prohibited. All reports of harassment or bullying will be treated seriously. The principal's and staffs' review and investigation of a credible allegation will be done in a prompt, confidential, and thorough manner.

Appropriate behavior is expected of every student at St. Columba School. Students who are courteous and considerate of others seldom have conflicts with teachers and other students. Along with the right to learn in a safe environment, each student has certain responsibilities. The responsibilities of students and parents include knowing and following school rules. A student will be denied participation in school-related activities for serious violations of discipline, following appropriate notice. All said rules also pertain to distance learning.

The Faculty, Principal and Pastor will decide penalties for infractions in accordance with Archdiocesan guidelines.

HARASSMENT *(ADW Guidelines)*

ADW Policy 3548: All Archdiocesan schools shall prohibit acts of harassment and bullying and shall adhere to school-wide prevention programs that enhance the safety of the schools in accordance with the procedure and guidelines provided by the Catholic Schools Office.

Employees or students who engage in any type of sexual harassment will be subject to appropriate discipline, including suspension or dismissal.

Harassment can take many forms. It may be (including, but not limited to):

- **Physical** - standing in someone's way, or standing too close, bumping into someone or brushing against the person on purpose, patting, hugging or kissing, grabbing, touching or pinching;
- **Verbal** – threats, insults, derogatory jokes or comments, slurs or unwanted sexual advances, imitations or other kinds of comments or remarks;
- **Nonverbal** – staring at someone's body, sexual pictures or drawings, mimicking or pantomiming in an insulting way, gestures or looks.
- **Visual** – visual contact such as derogatory and/or sexually oriented posters, photography, cartoons, drawings or gestures.
- **Retaliation** – for having reported or threatened to report any form of harassment.

BEHAVIOR EXPECTATIONS

Criteria for Bullying

Bullying is a serious matter that can manifest in several forms; physical, verbal or social. An Anti-bullying Program has been put in place. Below are several criteria for bullying. This is not an all inclusive list.

1. Pattern of behavior with the intent to dominate, intimidate, or isolate a student or group of students.
2. Repeated behavior over time.
3. Occurs within an interpersonal relationship by an imbalance of power - Individual or Group.
4. Please note that adolescent disagreements and misbehavior do not always constitute bullying. Children are constantly learning acceptable social skills at home and at school. During this process, children will make wrong choices and receive the appropriate guidance and remediation.

Expectations and Consequences

Below is a list of expectations of behavior and consequences that may be imposed. This list is not all-inclusive and any final decision is made is at the discretion of the Principal/Pastor.

Level I

- Candy, snacks and beverages should be consumed only in the designated areas at the designated times.
- Chewing gum will not be allowed on school grounds and/or other school activities (field trips, dances, evening events, etc.).
- Students must follow rules that have been established for the classroom, cafeteria, playground, field, special school functions, etc.
- Uniform infractions (to include cosmetics and jewelry)

Consequences may include:

- Verbal warning & correction
- Phone call to parent
- Behavioral notice
- Consistent minor infractions of rules may result in the students being sent home directly at the discretion of the Principal or Pastor.

Level II

- Concealing electronic equipment (cell phones, cameras, headphones, “smart” watches etc.) is not allowed during school hours or school activities and field trips.
- Disruption of classes or school activities will not be tolerated. Respect for faculty, staff, administration and other students is expected at all times.
 - Rude, abusive, disrespectful, and inappropriate language/gestures will not be tolerated whether intended towards someone or not.
 - Gossip with the intent to pass judgment or to embarrass an individual.
 - Verbal harassment/taunting of other students will not be tolerated. (See Harassment)
 - Physical harassment such as pushing, shoving, bullying, etc., other students or faculty/staff will not be tolerated. Students shall keep their hands, feet, and foreign objects to themselves (see Criteria for Bullying).
- Dishonesty, cheating, plagiarism, and forgery will not be tolerated.
 - In addition to a detention and/or suspension, any student found cheating on a test or quiz will be removed from the class and sent to the principal’s office and no makeup test will be given. A grade of zero will be recorded for the test. The teacher will schedule a meeting with the parents, student, and administration to discuss the serious nature of the situation.
- Fighting/kicking will not be allowed. There will be no throwing/kicking of stones, snowballs, ice chunks, mulch, sand, etc., on school grounds.
- Stealing, damaging or defacing of school property or another student’s property will not be tolerated. A student may be responsible for the repair/replacement.
- Cutting class. (A student is out of his/her class without teacher’s permission or knowledge).
- Inappropriate behavior in the Church will not be tolerated.

Consequences may include:

- Student/Teacher/Administrator Conference
- Phone call to parent
- After school detention

- In-school suspension
- Behavioral notice
- Out of School suspension
- Expulsion

Level III

- Using electronic equipment (cell phones, cameras, video games, etc.)
- Violence – all threats or perceived threats of violence will be taken seriously. There will be a zero tolerance policy.
- Verbal harassment/taunting of faculty, staff and administration will not be tolerated. (For details see Harassment section).
- Insubordination will not be tolerated at any time.
- A student cannot leave school building/grounds without permission.
- Firecrackers, other minor explosive devices, lighters, matches, spraying devices, etc., will not be allowed on school grounds.
- Weapons or instruments that can be used as weapons will not be allowed on school property
- Look-alike weapons will not be allowed on school grounds. A look-alike weapon is defined as a toy gun, non-working replica of a weapon, cap gun, popper, war souvenir or any other object that could reasonably be mistaken for an actual weapon, regardless of whether it is manufactured for that purpose.
- Lasers are not allowed.
- State laws and school policy prohibit students from the use, evidence of use, possession or transfer of the following products on school property or at school sponsored activities: all tobacco products, all alcoholic beverages, and/or all illegal drugs or other illegal substances.

Consequences may include:

- Student/Teacher/Administrator Conference
- Phone call to parent
- After school detention
- Behavioral notice
- In-school suspension
- Out of School suspension
- Expulsion

This list cannot be considered all-inclusive and final decisions are made at the discretion of the principal/pastor.

PLAYGROUND/RECESS RULES

The rules are governed by concern for safety and respect for others.

- All recess equipment is to be used in a safe manner.
- Only faculty approved games may be played on the basketball court/field.
- Balls are the only objects which may be thrown.
- Students will stay in their designated areas.
- No running within the enclosed playground area.
- Re-entry into the school building during recess will be permitted only for first-aid, or by permission of the Faculty on duty.

PREVENTION PROGRAMMING (ADW Guidelines)

As a Catholic school, St. Columba believes and teaches that each of us is called to love our neighbor and to treat them with respect. St. Columba is committed to providing a physically safe and emotionally secure learning environment that is free from bullying, harassment, and intimidation in any form, including cyber bullying. Bullying, harassment and intimidation of any member of the school community is prohibited. All reports of bullying, harassment, and intimidation will be treated seriously. The principal's review and investigation of a credible allegation will be done in a prompt, confidential, and thorough manner.

The reprisal or retaliation against anyone who report acts of bullying, harassment, and intimidation. All reports of reprisal or retaliation will be treated seriously. The principal's review and investigation of a credible allegation will be done in a prompt, confidential, and thorough manner.

Bullying, harassment, and intimidation mean any intentional written, verbal, or physical act, including electronic communication (telephone, cellular phone, computer, pager, iPod, etc.) that:

- a. Physically harms an individual; damages an individual's property; substantially interferes with an individual's education or learning environment; or places an individual in reasonable fear of harm to the individual's person or property; and*
- b. Occurs on school property; at a school activity or event; on a school transportation vehicle or bus; or substantially disrupts the orderly operation of a school.*

BEHAVIOR PLANS

Behavior Plans are an agreement that establishes clear behavioral guidelines and appropriate consequences for an individual Student. These plans are designed to assist a Student in modifying inappropriate behaviors which are adversely affecting the Student and others.

The plan will be implemented by the Staff to create an optimal learning environment for the Student and school community. After discussion with the Student, the Student's Parents, and Staff, the plan will be instituted for a duration that is appropriate for each individual circumstance. The administration has final review and oversight of the plan. Further, the plan may be modified by the administration as needed. Parents and the Student will receive a written copy of the plan. Failure of the Student to follow the guidelines of the plan will result in further discipline leading up to dismissal.

BEHAVIORAL NOTICE

For infractions of the rules regarding school conduct, a student may be given a behavioral notice. The form must be signed and returned the next school day. Any discipline code detention counts toward an after-school detention. Five (5) discipline code detentions, cumulative for the year, result in an after-school detention.

AFTER SCHOOL DETENTION

A student may be placed in after school detention for a serious infraction of school rules at any time. However, five (5) behavioral notices in a semester will automatically result in an after school detention. Parents will be informed in advance of the after school detention date. The student will report to a designated classroom at 3:00 P.M. to serve the one (1) hour detention. Homework is not to be done during an after school detention. Students must be picked up and signed out by the parent/guardian promptly at 4:00 P.M. *No student will be allowed to use the Aftercare Program after serving an After School Detention, unless registered for the program. For unregistered students, a \$30.00 fee will be imposed if the parent/guardian does not arrive by 4:01 P.M.*

A second after school detention in a semester may result in a Saturday morning detention.

SUSPENSION

If the situation so warrants, it may be necessary to suspend a student from class or from school. Parents/guardians will be notified when a suspension occurs. The student is responsible for all assignments given on the day of suspension. The report of the suspension will be filed in the Principal's Office, not in the student's permanent record. Suspension may make the student liable for expulsion.

EXPULSION

A student may be expelled for serious infractions of the rules without previous detention(s) or suspension(s). Expulsion becomes part of the student's permanent record.

SEARCH AND SEIZURE, UNDER LOCO PARENTIS

Desks are the property of St. Columba School and can be searched at any time. The principal, or designee, shall inform the student that there will be a search of personal belongings to include, but not limited to bookbags, purses, and other bags. Failure of the student to give consent may result in automatic suspension and/or expulsion from the school.

CONDUCT: OFF CAMPUS

The student is a St. Columba student at all times. A student who engages in conduct, whether inside or outside the school, that is detrimental to the well-being of the school, may be disciplined by school officials.

The Pastor and Principal have the final recourse in all disciplinary situations. Decisions will be made in accordance with Archdiocesan guidelines.

DRESS CODE

Daily and Formal uniforms are to be purchased through our designated vendor store, The Carousel Uniform Store. P.E. uniforms are to be purchased directly from the school. All uniforms must be clean, presentable (in good repair), the appropriate size, **and labeled with the child's name**. Notice of infractions of the dress code will be sent home to parents/guardians on a Uniform Infraction Notice that is required to be signed and returned the next school day. Students who do not conform to the dress code will be sent to the office and parents will be called to pick up the child.

Parents: Please assist our faculty and administration in enforcing St. Columba's uniform policy. If you have any questions regarding any parts of the uniform, please call the school office prior to making your purchases. Students who are consistently out of uniform compliance with the dress code are subject to disciplinary referral. It is important that students wearing St. Columba's uniform recognize that they are representing the school. The uniform should be neat, clean, and worn properly, even when students are not in school but still in uniform.

DAILY UNIFORM

Boys

- White or light blue knit polo shirts with St. Columba logo **tucked in** (long or short sleeves).
- White or light blue oxford shirt (long or short sleeve) with St. Columba logo tucked in
- Navy blue twill slacks (pleated, zip front, elasticized back for Grades K – 2)
- Navy blue v-neck sweaters with the St. Columba logo
- Navy blue, black or white crew socks (socks must cover ankles and be clearly visible)
- Black or navy blue belts are required for boys in Grades 4 – 8
- Navy blue sweater vest (optional) with St. Columba logo
- Navy blue St. Columba School sweatshirt
- Necktie worn with oxford shirt every First Friday and Liturgical Services (long or short sleeve)
- Shirts are to be tucked in at all times. **White undershirts only.**
- **ALL BLACK** tennis shoe with all black sole, black shoe laces completely laced and tied. Shoes must be appropriate for use during physical education and/or recess. Velcro may be used. No boots of any kind.

Girls – Grades K – 4

- White or light blue knit polo shirts with St. Columba logo (long or short sleeve)
- Navy blue twill slacks/skorts/shorts
- Blue plaid jumper (knee length)
- White peter-pan blouse (long or short sleeve) worn with jumper only
- Navy blue or white tights (not patterned) or **crew socks/knee socks** (socks must cover ankles and be clearly visible)
- Navy blue cardigan with Saint Columba logo
- Navy blue St. Columba School sweatshirt
- Criss-cross tie with Peter-pan or Oxford blouse (worn on First Fridays and Liturgy Services).
- Black/navy blue belts are required for girls in 4th grade wearing slacks.
- White or light blue oxford blouse with St. Columba logo (long/short sleeve) – shirts are to be tucked in at all times.
- **ALL WHITE OR ALL BLACK** tennis shoe with sole and laces being the same color as shoes completely laced and tied. Shoes must be appropriate for use during physical education and/or recess. Velcro may be used. No patent leather shoes.

Girls – Grade 5 – 8

- Blue skort (3 inches above the knee)/navy blue twill slacks/shorts (panel in front)
- White or light blue oxford blouse (long/short sleeve) with St. Columba logo, blouse tucked in
- White or light blue polo knit shirt (long/short sleeve) with St. Columba logo, shirt tucked in
- Navy blue or white **crew socks, knee socks or tights** (not patterned) – (socks must cover ankles and be clearly visible)
- Navy blue v-neck/cardigan sweater with St. Columba logo
- Navy blue St. Columba School sweatshirt
- Criss-cross tie worn with Oxford blouse on First Fridays and Liturgy Services.
- Black or navy blue belts are to be worn with slacks
- ALL WHITE OR ALL BLACK tennis shoe with sole and laces being the same color as shoes completely laced and tied. Shoes must be appropriate for use during physical education and/or recess. No patent leather shoes.

PreK 4 –

- Navy blue T-Shirt with St. Columba logo
- Navy blue shorts with St. Columba logo
- Navy blue sweatpants and sweatshirt with St. Columba logo (for cold weather days)

Liturgical Services and Special Events Uniform (upon notification)

Formal uniforms are worn First Fridays and other Liturgical Services

- Peterpan blouse and criss-cross tie with jumpers (girls K – 4)
- Oxford blouse (long/short-sleeve) and criss-cross tie with skort (girls 5 – 8)
- Oxford blouse (long/short-sleeve) and criss-cross tie with shorts/slacks (girls K–8)
- Oxford shirt (long/short-sleeve) and necktie with pants or shorts (boys K – 8)

P.E. UNIFORMS

P.E. uniforms are to be worn by Kindergarten-8th grade students on their respective P.E. days. Students will not be changing; they will wear the uniform to school. Pre-K 4 students will wear the P.E. uniform daily. The uniform must be purchased directly from the school office.

- Navy blue T-Shirt with St. Columba logo
- Navy blue shorts with St. Columba logo

- Navy blue sweatpants and sweatshirt with St. Columba logo (for cold weather days)

JEWELRY

No jewelry is to be worn except for a watch, one small ring on ring finger, and/or religious medal that is to be worn under the blouse or shirt at all times.

- Students may wear post style earrings, one per ear in the earlobe (for safety reasons, hoops and dangling earrings are not allowed).
- No “alarm/calculator” or “smart” watches for anyone.

COSMETICS

- No make-up is allowed (e.g. lipstick, lip gloss, eye shadow, mascara, eyeliner, and blush)
- No fake nails or acrylic/gel /French nails
- Only clear, colorless nail polish may be worn by girls in Grades 6, 7 and 8
- No glitter lotion or gel, or color nail polish

HAIR

- No hair coloring/rinses/highlighting – **Student’s own natural hair color only**
- Hairstyles must be moderate and well-trimmed with no hair over the eyes
- Boys’ hair must be well-trimmed, and clear collar of the shirt
- No initials or designs in boy’s haircut or any other latest fad cut (i.e. rat-tail, mohawk)
- Only small hair ribbons, small barrettes, beads, and hair bands may be worn in girls’ hair
- No bandanas
- Saint Columba has a full time PE Program Monday through Friday. Hair, finger nails and jewelry should allow students to fully participate in all physical activities.

OUT OF UNIFORM DAYS

“Out of Uniform Days” are scheduled from time to time. Students may participate by paying a small fee and complying with the dress code prescribed for that day’s activity. These fees are used for our outreach programs and service projects.

“Out of Uniform” days will be designated by the Principal. Attire must be a reflection of St. Columba Catholic School. **Shoes maybe “Out of Uniform”, but appropriate for PE. No open-toed shoes, sandals, light up shoes, boots or heels will be allowed.** Cut-offs, biker pants, men’s basketball shorts, spandex, sweat pants, undershirts, t-shirts, crop tops, tank tops with inappropriate messages or symbols, are not allowed. No sheer, ripped, torn or

suggestive-type clothing. No bandanas worn on heads, baseball caps or other hats (unless designated cap day). Oversized or torn/skinny jeans are not acceptable. **Jeans-** must be neat and in good repair. Shorts, skirts, and dresses must be modest length. Parents will be called and must correct the problem if their child is not appropriately dressed. Further violations will result in the student losing the privilege of dressing out of uniform.

The Principal, faculty, and the uniform committee will enforce the dress code.

FEES

POLICY STATEMENT

The School reserves the right to cancel the registration of any student whose family fails to meet tuition payments satisfactorily at any Archdiocesan School during the preceding semester, or in such cases to require full tuition payment in advance of registration acceptance.

TUITION

The School reserves the right to enforce Archdiocesan Policy #3519 for non-payment of tuition and fees. This includes removing the student from the class roster, activating the waiting list to fill the space, and to hold the student's records.

There are two tuition rates at St. Columba School: **A Catholic rate and a non-Catholic rate.** The tuition is set each year by the Pastor and the Principal in consultation with the Parish School Advisory Board and the Parish Finance Council.

Catholic Rate

The Catholic rate for the 2021-2022 school year is \$7,000. **The student must be baptized Catholic** and, if entering the School at grade three or above, must have received First Communion. One of the parents must be Catholic and attend Sunday Eucharist on a regular basis. **Attending Sunday Mass is a serious obligation and shows that the family is truly practicing their faith.**

Non-Catholic Rate

The Non-Catholic rate for the 2021-2022 school year is \$9,300. This rate will be charged to all families who do not meet the criteria for the Catholic Rate.

Pre-Kindergarten 4

The Pre-K 4 program rate for the 2021-2022 school year is \$7,250.

- **Each additional sibling will receive a 25% reduction in tuition rates.**
- **Military discount (10%) to active duty families.**

PAYMENT

All tuition payments should be made through the TADS program. There are three plans for tuition payments from which you can choose to best suit your needs. A tuition plan must be chosen at the time of enrollment. Failure to pay required tuition and/or fees will result in your child (ren) not receiving their report card, academic records being withheld and possible delay of re-enrollment for the following year.

Full Payment

Full payment is due on or before July 1st.

Semi-Annual Payment

Two equal semester payments are due by the deadlines in July and January.

10 or 11 Month Payment

Monthly payment plans are available. Payments are billed over 10 or 11 months beginning in August or July respectively. All 10 or 11 month payment plans incur a \$50 TADS processing fee.

GUIDELINES FOR (NON-PAYMENT) TUITION COLLECTION

Saint Columba School depends heavily on the timely payment of tuition. Like our families, Saint Columba School has financial obligations and requires tuition to pay its bills and salaries, and to maintain good credit with our vendors. Parents are kindly reminded that the operation of a Catholic School is a service to be paid for and not a charity to be given away.

1. If there is no tuition payment made, or if a payment is delayed for one month, you will receive a reminder letter from the Pastor and Principal.
2. Fifteen days after the first notice, if no payment has been made, parents/guardians will be notified that their child will no longer be allowed to attend classes after a second month of non-payment.
3. Parents/guardians of these students will be required to meet with the Principal to discuss a plan for payment. This plan is subject to the Pastor's approval.

REFUNDS

Parents/Guardians who withdraw their child(ren) prior to the beginning of the school year will be charged two months' tuition. Once the school year has begun, the rate will be pro-rated from the beginning of the year to the date of withdrawal. Refunds will not be considered until the School office has received an official written notice of

transfer/withdrawal one (1) month prior to withdrawing. If less than one (1) month's notice is not given, tuition for one month will be forfeited. Once a student is accepted, the Registration fee, Instructional fee, and two months tuition is non-refundable.

FINANCIAL ASSISTANCE

Parents/Guardians should notify the Pastor and/or the Principal in writing, or set up a conference, if there is a financial problem with the ability to make tuition payments. All requests will be handled in a confidential manner. **Every effort will be made to help each family meet their financial responsibility for a Catholic education for their child(ren).**

- (1) **ALL FAMILIES** requesting tuition assistance are required to complete the ADW Tuition Assistance Program application via TADS.
- (2) Families who do not complete the TADS application annually will not be considered for St. Columba tuition assistance.

Other Resources

Financial aid is also available through such sources as BOOST, The Shepherd Foundation, The Latino Student Fund and The Washington Scholarship Fund.

MAINTENANCE FEE

A maintenance fee will be paid each year to help defray major facility issues and is included in the Instructional Fee paid at the start of the year.

HOME AND SCHOOL ASSOCIATION

The Home and School Association Activities Fee will be billed annually along with the Instructional Fee through TADS.

INSTRUCTIONAL MATERIALS AND TECHNOLOGY FEE

Monies included in the Instructional Fee are used to purchase materials deemed necessary by the Catholic Schools Office or the School. Included in this are fees for Instruction Assessment and Maintenance. This fee is non-refundable.

MAINTENANCE AND CARE OF CHROME BOOKS AND IPADS

Schools may supply students with Technology Equipment owned or leased by the school for instructional use. When using Technology Equipment supplied by the School, all students

and parents will sign an agreement. Parents/Guardians shall be responsible for reading and reviewing the terms listed on the agreement with their child(ren).

Parents/Guardians shall be responsible for any damages, claims, and expenses resulting from their child's use of the school's Technology Equipment as stated in the agreement.

If you have any other concerns or issues about the St.Columba Handbook, please address them directly to the Principal/or the Pastor. You may set up a conference time.

COVID-19 ADDENDUM (Attached)

St. Columba School Reopening Plan/ Grades PK - 8 2021-2022 School Year

Dear PK - 8th Grade Parents,

As we begin our new school year, our prayers are with all of our families. We are actively preparing for the return of full in-person instruction. When considering this possibility, we are mindful of several concerns and challenges:

1. The safety and well-being of our students and their families.
2. The safety and well-being of our staff and their families.
3. Safely providing in-person instruction to all of our students.

Students will be required to wear their PE uniform and school shoes on Mondays and Wednesdays. Regular school uniform and school shoes are to be worn on Tuesdays, Thursdays and Fridays. Weather permitting, windows in classrooms will be open to improve ventilation, students may need to also wear a St. Columba sweatshirt/sweater. Please check the Student/Parent Handbook for dress code guidelines. PE uniforms are available for purchase in the school office.

Reopening Plan

For in-person instruction safety procedures will include, but are not limited to, the following procedures in the Reopening Plan.

Reopening Plan Goals

1. To create the safest learning environment for our students, families, teachers, and staff.
2. To create an equitable learning opportunity for our students.

Reopening Operational Plan Procedures

Safety protocols will include, but are not limited to, the following:

1. Mandatory masks worn at all times by teachers, staff, and students (ADW guideline).

2. Students will report directly to their classrooms via the following locations:

PK - classroom back door

K - classroom back door

1st - main front office door A

2nd - main front office door A

3rd - main front office door B

4th - classroom back door

5th – classroom back door

6th – main front office door B

7th – Father Dewan Hall door by 8th grade classroom

8th – Father Dewan Hall door by 8th grade classroom

3. Each grade is assigned to specific bathrooms; bathrooms will be disinfected throughout the day.

4. Students will follow social distancing protocols when moving in the building.

5. Desks socially distanced at 3 ft. apart for each student.

6. Hand sanitizer to be used upon entry to classrooms and upon exiting bathrooms; to be used as needed in hallways.

7. Lunch will be eaten in classrooms / lunch room.

8. Students may bring a clearly marked reusable water bottle (water only).

9. Visitors permitted in school building by appointment only. (masks required when in the building.)

10. Extended School Program will be available.

11. School will establish a designated Health Room space for students who become sick while at school.

Morning Arrival/Drop Off:

❖ All students: 1st lot (closest to the field) used for student drop off. Parents will not be allowed to escort their student(s) into the building.

Afternoon Departure/Pick Up (Parents with multiple children will park in the lot assigned to their youngest child).

PK - 4: 1st lot (closest to field) used for pick up.

5-8: 2nd lot (middle lot) used for pick up.

Weekly Schedule (Monday through Friday):

ALL STUDENTS (Grades PK - 8):

7:40 a.m. – 7:55 a.m. Arrival (Parents of Students arriving late must walk their child to office door A and sign a tardy)
8:00 a.m. - 8:10 a.m. Homeroom

Grades PK - 5:

Follow individual schedules with dismissal at **2:40 p.m.**

Grades 6 - 8 (45 minute periods):

1st period - 8:10 a.m. - 8:55 a.m.
2nd period - 8:55 a.m. - 9:40 a.m.
3rd period - 9:40 a.m. - 10:25 a.m.
4th period - 10:25 a.m. - 11:10 a.m.
LUNCH - 11:10 a.m. - 11:35 a.m. (Grades 5-8)
LUNCH - 11:40 a.m. - 12:05 p.m. (Grades PreK - 4)
5th period- 11:35 a.m. - 12:20 p.m.
6th period - 12:20 p.m. - 1:05 p.m.
7th period - 1:05 p.m. - 1:50 p.m.
8th period - 1:50 p.m. - 2:35 p.m.
Homeroom - 2:35 p.m.
Dismissal - 2:40 p.m.
ESP - 3:00 p.m. - 6:00 p.m.

Reopening Plan Health and Safety Procedures

A weekly grade level COVID-19 checklist will be provided to all students and families via email to be submitted by Google Forms to the school office by 7:45 a.m. every Monday morning for each individual student. Morning temperature checks for all faculty, staff and students will be conducted upon arrival each day.

1. In the instance of a positive COVID-19 case, we will follow CDC, local government, and ADW guidelines.

2. Any absence due to illness will require a phone call to the office by a parent before 9:00 a.m. Any absence of 3 days or longer will require a doctor's note allowing a student to return to school. Please do not give acetaminophen (Tylenol) or any fever-reducing medicine to students prior to their arrival at school.
3. If a child becomes sick while at school they will be quarantined in the Health Room and their parents will be called immediately. The student will need a note from a health care provider to return to school.
4. If any family member tests positive or is exposed to an active case of COVID-19, the student must remain home to quarantine until a doctor deems it safe to return to school. A negative test result is required.
5. Masks will be required for all staff, teachers and students. Masks will not be required for outdoor activities.

With any in-person plan, we cannot completely remove all risk of COVID-19 infection. We will be vigilant and committed to all safety protocols while acknowledging we cannot create a "perfectly safe" in-person environment.

Supplies needed for students in grades PK - 8 have been posted on the school website.

Peace and blessings,
Christine Patton
Principal

Bill Johnson
Assistant Principal