

St. Columba School
Student and Family Handbook
2018-2019



Mission

To serve as beacons of Christ's light while nurturing individual gifts in a faith infused, academically challenging, safe and secure environment.

ST. COLUMBA CATHOLIC SCHOOL HANDBOOK
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PURPOSE

The objective of this handbook is to inform the families about the policies and procedures of St. Columba School. The school receives direction from the St. Columba parish pastor, the St. Columba School Education Committee, and the Diocese of Harrisburg. Nothing in this handbook is intended to or shall be construed to create any contractual obligations on the part of St. Columba School or the Diocese of Harrisburg. This handbook will be updated as necessary to reflect alterations in Diocesan regulations and changes and/or additions to St. Columba School policy. This handbook is not all-inclusive; therefore, Diocesan or local policy may need to be consulted.

POLICY AND PROCEDURE REVISIONS

The parents and/or guardians of the applicant and/or enrolled student hereby agree that they and their child/children will abide by each of the policies and procedures that may be adopted from time to time by the Diocese of Harrisburg and by St. Columba School, including but not limited to those set forth or referred to in the St. Columba Catholic School Student and Family Handbook. The Acknowledgement Form located in the Appendix must be signed by parent(s)/guardian(s) and students at the beginning of every school year.

PHILOSOPHY OF EDUCATION

St. Columba School welcomes children of any faith background to its spiritually rich environment which features exemplary academics, solid faith formation, leadership privileges, and community outreach opportunities. St. Columba School has a fine reputation for inspiring students to reach their potential and to achieve personal success.

THE SCHOOL

St. Columba School is a Catholic pre-school, elementary, and middle school supported by financial contributions from the St. Columba Parish, tuition, and fundraising. Parent and parish volunteers support the school with their generous gifts of time and talent. The school offers a preschool program for children ages 3 and 4, a full day kindergarten, and grades one through eight.

FACULTY

St. Columba School is staffed by a Sister of St. Cyril and Methodius, Danville, a Sister of Immaculate Heart of Mary, Scranton, and professionally qualified lay teachers. The academic faculty maintains compliance with PDE certification requirements and religious certification through continuous study.

ADMISSION AND COMMITMENT

Since the formation of students in the Catholic faith heritage and its religious traditions is the primary purpose for which our Catholic schools have been founded, both parents and student must be willing to abide by the values inherent in our Catholic faith and by our philosophy of Catholic education. **See Diocese of Harrisburg Policy 5112.**

Children entering pre-kindergarten (age 4) and kindergarten (age 5) must be at their respective year of age by **September 1st**. Children must be age 3 before entering the program for 3 year olds, and they must be potty trained. Parents must agree that a child who completes a year or part of a year in the 3 year old program will not be able to enter the pre-kindergarten class unless the child is 4 by **September 1st**.

Upon registration the following documentation must be presented in addition to payment of the registration fee:

1. Official birth certificate
2. Baptismal certificate, if applicable
3. Immunization/health records as required by local school districts and the Commonwealth of Pennsylvania
4. Legal proof of custodial rights, when applicable

For students entering from another school, a copy of the most recent report card must be presented at the time of registration. Students must have proof of promotion to the grade that they are entering. For further information regarding student admissions, refer to www.hbgdiocese.org and locate the Diocesan Policy Book under the link for *Catholic Schools/Services & Programs*.

Diocesan Policy 5112.5 addresses admission of students who may need instructional support. It states that schools in the diocese should seek to serve as broad a range of students as they are able to do so. This includes students who may require some measure of instructional support. It will be necessary to evaluate each student who seeks admission to determine if the school program will be able to effectively serve the student and his or her family.

TUITION AND FEES

St. Columba School is operated as a faith community financed by parental fulfillment of tuition and book fee payment obligations, fundraising, scholarship monies, and parish support. Each year the cost of educating a student at St. Columba School is determined by the Education Committee in conjunction with the Pastor.

Tuition may be paid in full or in ten monthly payments. A 5% tuition discount is available if the full tuition is paid by **August 1st**. Registration and academic fees are also determined on a yearly basis and cannot be refunded. A tuition payment agreement must be signed by every parent/guardian no later than two weeks after receipt. If the agreement is not signed by the end of the first trimester, **the report card will be held until the agreement is received**. If families experience economic difficulties that affect their ability to pay tuition on time, school officials are available to discuss special arrangements.

Tuition bills will be issued monthly with due dates. **If a family misses two consecutive payments, parents/guardians must contact the principal to make payment arrangements.** Report cards and other academic records will be withheld until payments are current. If parents/guardians are financially delinquent, they will receive a warning notice prior to the withholding of progress reports or grade reports. Teachers will receive a copy of the warning notice.

If tuition is not paid in full one month before the first day of the new school year and parents/guardians have not made arrangements for payment, the student may not be able to enter the next school year in St. Columba School. The final report card(s) will be held until families resolve the outstanding costs.

If any family has outstanding tuition or fees at the time of a scheduled field trip, the family will pay the full cost of the field trip and will not receive the benefit of any financial subsidy for the trip. If the family does not pay the full price of the trip, the student(s) will not be allowed to participate in the field trip.

CALENDAR

St. Columba School publishes an annual school calendar prior to the beginning of each school year and an activities calendar each month which are both posted on the school website. Parents/guardians need to maintain a copy of each to keep abreast of school events and for planning childcare on days of scheduled school closings.

DAILY TIME SCHEDULE

St. Columba School begins at **8:00 a.m.** and ends at **2:35 p.m.** for students in kindergarten through eighth grade. **Classes begin for grades K-8 at 8:15 a.m.**

Students who do not ride district transportation should not arrive before **7:40 a.m.** Students who arrive after 8:00 a.m. are tardy and must report to the school office for a tardy slip. The student must either be accompanied by a parent or must have a parental note stating the reason for the late arrival.

Preschool (age 3) classes are held on Tuesday and Thursday from 8:00-11:30 a.m. Pre-kindergarten (age 4) classes meet on Monday, Wednesday, and Friday from 8:00-12:00 noon. There is also a five day option for the 4 year olds. They may attend on Tuesday and Thursday from 8:00-11:30 a.m. and on Monday, Wednesday, and Friday from 8:00-noon. Classes are conducted on the second floor of the Fr. Devine Community Center. Preschool students should not arrive before 7:55 a.m. Entrance to the preschool is through the main door on Center Street. Each morning a parent/guardian must accompany all preschool students directly to the preschool classroom on the second floor and similarly return for dismissal.

MORNING PROCEDURE

All students in grades K-8 enter by the front door of St. Columba School and report to the gym on Monday through Thursday mornings. When gathered in the gym, designated students conduct prayer with the entire student body. On Friday mornings, students report to a designated classroom. Students and faculty attend Mass at 8:30 a.m. on Fridays. Students serve as cantors and lectors according to a schedule published by the principal.

After arrival at school, no student is permitted to leave the premises prior to dismissal time without a written statement from the parent/guardian and only in the company of the parent or an adult designated by the parent.

DISMISSAL PROCEDURE

Bus students are called in the order of their bus arrival. Students will line up quietly in the front hall. Teachers accompany the remaining students to the side door next to the cafeteria at the dismissal time. Family members must wait in the alley way for the students to be dismissed by the teachers. Students who are assigned to the after school program proceed to the cafeteria upon direction from a teacher or other school official.

STUDENT APPOINTMENTS OR OTHER URGENT CIRCUMSTANCES

No student is permitted to leave school after arrival except in cases of sickness/emergency or a special family need. Dental/medical appointments and other early dismissals require a prior written statement composed by the parents/guardians. In all cases, students will remain in the classroom or school office until the parent/guardian arrives to sign the student out before leaving. If school personnel are not familiar with the adult who is retrieving a student, the adult will be required to show identification. The student and the responsible adult must report to the school office if the student returns before the end of the school day. *See also Student Planned Absence or Early Dismissal under Attendance and Absence Procedures.*

EMERGENCY SCHOOL CLOSINGS OR DELAYS

Inclement weather or environmental conditions may result in early dismissal and/or delays in school opening. Under such circumstances, parents/guardians will receive electronic notification via voice mail, e-mail and /or text messaging. Families can also obtain information on radio stations WHLM 930 AM/103.5 FM, WFYY 106.5 FM, or TV Channels WNEP, WBRE, or WYOU.

PRE-SCHOOL AND PRE-K WEATHER RELATED DELAYED OPENING SCHOOL SCHEDULE

If there is a two hour school delay, the pre-school program will begin at 10:00 a.m. It will conclude at 1:00 p.m. on Monday, Wednesday, and Friday. The Tuesday/Thursday class will end at 12:00 noon.

AFTER SCHOOL CARE

In an effort to meet the needs of working parents, St. Columba School provides after school care from 2:35 p.m. to 5:30 p.m. for an additional fee. The program offers monitored homework time and indoor and/or outdoor play. There will be an additional fee charged for any students who are not picked up by 5:30 p.m. **If families use the after school program and payment for that service is delinquent more than 30 days, the family may not use the program for their child/children until the school receives the full payment.**

On days of emergency early (unplanned) dismissal, the after school program closes at 2:00 p.m. unless otherwise notified. There is no after school program on the regularly scheduled early dismissal days.

Student Absences:

Students who are absent (excused or unexcused) from school **must make up the work they missed.** The missed work must be turned in to the teacher(s) within 3 school days upon the students return to school (exceptions can be granted by the principal depending on the circumstances). Teachers do not have to accept any work that is turned in after 3 days of the return to school. Elementary Teachers or the Middle School Team have the discretion to determine how the make-up work will be graded. Diocese of Harrisburg attendance policy is followed.

Student Planned Absence or Early Dismissal Requested by Families: (Non-medical/dental or emergency reasons). Planned absences disrupt a student's educational program; therefore, St. Columba School strongly encourages parents/guardians to avoid them at all costs. If parents /guardians must take their child (children) out of school for part of a day or a longer period of time, they must notify the school by completing the required form. This does not include medical or dental appointments. The Student Planned Absence or Early Dismissal Request Form must be submitted no less than one week prior to an absence for family events and other non-medical/dental related reasons.

Excused Absence: Student illness; family emergencies; death in the family; authorized school activity; medical appointments; court defined appointments; or other reasonable matters as determined by the principal. Parents/guardians must provide a written, signed excuse to explain a student's absence from school (Diocesan Policy 5130).

Unexcused Absence: Absences that are not academically related, either because of the nature of the absence or the failure of the parents or guardian to provide the school with the appropriate documentation. Not submitting the form within the specified time period, or not completing the appropriate form; when a physician's note is required and not submitted to the school when the student returns to school; other matters as determined by the principal. At Saint Columba School these unexcused absences are not considered illegal unless a number of absences have accumulated.

STUDENT TARDINESS PROCEDURES

Students not riding school district transportation who arrive after **8:00 a.m.** will be considered tardy and will need to report to the school office for a late slip before going to class. Repeated tardiness may warrant disciplinary action. A record of the number of times a student is tardy will be kept on file. The accumulation of tardiness will be recorded from the first day of school through the last day of school. After the second tardy slip, Parent will be notified, three or more tardy slips a parent conference will occur.

- 1st-4th unexcused tardy: parent contact (warning)
- 5-or more unexcused tardy: parent conference with possible consequences.

INSURANCE

Accidental life, life insurance, and dental insurance are available to all students at the expense of the parent. Sign-up forms are sent home at the beginning of the school year. It is not mandatory to purchase this insurance if your child has adequate coverage.

VISITORS

St. Columba School welcomes visitors. Anyone visiting the school for any reason must go directly to the school office. Visitors must sign into the building and obtain a visitor's badge. The visitor badge must be worn while the visitor is in the building. Upon leaving visitors need to return the badge and sign out of the building.

VOLUNTEERS

St. Columba School volunteers are essential to our success as a school community, and we greatly appreciate all volunteer support. Volunteers must maintain proper clearances mandated by the Diocesan Youth Protection Program. Clearance information is located on the school website under parent resources and is available in the school office.

All volunteers must report to the school office upon arrival where they will sign the appropriate record book and obtain an identification badge before proceeding to their designated area. When leaving, volunteers must sign out and return the identification badge.

ST. COLUMBA SCHOOL DRESS CODE

St. Columba students in grades K-8 are required to wear a school uniform daily. There is to be no logos, advertisements, or political items on the uniform, such items are in violation of the dress code and subject to the appropriate action. Uniforms can be purchased from Flynn O'Hara, Inc. of Philadelphia on line or via forms available in the school office. Parents/guardians are also encouraged to check the school uniform closet.

BOYS' UNIFORM GRADES K-4

- Navy slacks with a belt - Note: *Kindergarten and First Grade are exempt from the belt requirement.*
- Light blue polo shirt long or short sleeved with or without St. Columba School logo
- Plain navy blue V-neck sweater with or without St. Columba School logo
- Socks, plain, solid color either navy blue, black, grey, or plain white

MIDDLE SCHOOL BOYS' UNIFORM GRADES 5-8

- Khaki slacks with a belt-No Cargo slacks
- White or Navy Blue polo shirt long or short sleeves with or without St Columba School logo
- Plain navy v-neck sweater or vest with or without the St. Columba School logo
- Plain navy blue, brown, black, grey, or plain white socks

GIRLS' UNIFORM GRADES K-4

- Plaid jumper (*NO MORE THAN 2 INCHES ABOVE THE TOP OF THE KNEE*) with a plain light blue collar blouse, short or long sleeves
- Plain socks either navy blue, black, grey, or plain white
- Plain navy tights or plain navy knee socks
- Navy blue slacks with a belt- Note: *Kindergarten and First Grade are exempt from the belt requirement.*
- Navy blue skorts- *NO MORE THAN 2 INCHES ABOVE THE TOP OF THE KNEE*
- Slacks or skorts must be worn with a plain light blue collar blouse, short or long sleeves or a plain light blue polo shirt short

or long sleeves

- Plain navy blue cardigan sweater with or without the St. Columba School logo

MIDDLE SCHOOL GIRLS' GRADES 5-8

- Plaid skirt *NO MORE THAN 2 INCHES ABOVE THE TOP OF THE KNEE* with a white or navy blue Oxford blouse short or long sleeves, or a white or navy blue polo shirt short or long sleeves
- Plain navy blue sweater or plain navy blue v-neck sweater with or without the St. Columba School logo
- Khaki slacks with a belt
- Khaki skirt- *NO MORE THAN 2 INCHES ABOVE THE TOP OF THE KNEE*
- Khakis must be worn with a plain white or navy blue polo shirt or regular shirt short or long sleeves with or without school logo
- Plain socks either navy blue, black, grey, or plain white
- Plain navy tights or plain navy knee socks

ALL STUDENTS

Shorts

- Allowed from start of school until Fair Week and from May 1 to end of school
- K-4: Navy uniform shorts-MODEST LENGTH; *no belt required if shorts have elastic*
- Middle School: Khaki uniform shorts-MODEST LENGTH

Shoes

- Black, brown, or cordovan shoes neat and clean; heels not more than 2 inches OR
- Black sneakers (not high tops)- NO lights or other distracting features
- Sneakers with color may be worn on gym days
- ***Not Acceptable: sandals, open back or open toe shoes, hiking boots, fad shoe style***

Hair/Jewelry

- Girls may wear one post earring per ear-nothing below earlobe. No large hoops or dangling earrings.
- Appropriate watches allowed.
- Cross or religious medal necklace allowed. Religious bracelet allowed.
- Avoid excessive jewelry.
- No nail polish pre-school through 4th grade.
- **Nail polish without designs may be worn by girls in middle school.**
- No make up; no body piercing and/or tattoos.
- No fad hair styles or unusual hair coloring; no carving initials in the hair; hair must not cover eyes.
- Boys' hair cannot touch the collar.

GYM DAY:

- K-8- Wear gym uniform to school with sneakers of any color (no lights)
- Navy gym shorts and tee shirt with St. Columba School logo
- After Fair Week and before May 1st -Wear uniform sweatpants and/or sweatshirts; Before Fair Week and May 1- may wear gym shorts

DRESS FOR MASS:

Students are not permitted to dress down for Mass or other religious services. The gym uniform is proper attire if the Holy Day falls on gym day for the students.

DRESS DOWN DAYS

Dress down days may be announced during the school year. On those days students may wear appropriate casual clothing with the following stipulations:

- No camouflage items.
- No Political buttons, pins, or dress items.
- No inappropriate/offensive slogan apparel or accessories.
- No patched or torn jeans or jeans with holes in them, including factory made holes. No short or cut-off jeans. No hip huggers or low risers.
- No midribs, muscle shirts or tank tops. Shirt's neckline may NOT extend below the collarbone. Shirts must extend over the jeans or slacks even when arms are raised.
- No hats.
- No sandals or flip-flops. Fashion boots with low heels are acceptable. No heavy construction boots. Shoes must have completely closed heels and closed toes. Socks must be worn.
- Shorts are allowed before Fair Week and May 1 until the close of school. Shorts cannot be shorter than **3** inches above the top of the knee when standing.

PICTURE DAY AND OTHER DRESS UP DAYS

Students may dress up on picture days. There may be other announced dress up days during the school year.

Girls

- Shoes may be other colors than the ones stated in the dress code. No open toes, flip-flops, or sandals. No sneakers except on gym day.
- The skirt or dress length must be no shorter than 3 inches above the top of the knee when standing.
- No jeans, sweatshirts, tee shirts, or sweatpants.
- Shirts /blouses must overlap pants or skirts, even when arms are raised. Shirt's neckline may NOT extend below the collarbone. No spaghetti straps or tank tops.
- No shorts.
- Dress Capri pants are allowed.
- No hats.

Boys

- Regular school shoes or black sneakers must be worn. Shoelaces must be tied.
- No jeans, sweatshirts, tee shirts, or sweatpants. No shorts
- Must wear dress pants.
- Shirts may be a collared dress shirt or collared sweater. V-neck sweaters can only be worn as an outer layer. .
- No hats.

CONSEQUENCES FOR VIOLATION OF UNIFORM POLICY PER SCHOOL YEAR

1. First Offense: Teacher gives verbal reminder, completes written warning form, sends it home, and submits a copy to the principal.
2. Second Offense: Teacher gives verbal reminder, completes written documentation, and submits to principal; the principal contacts the parent(s) to review the uniform policy and talks with the student.
3. Third Offense: Teacher talks with the student, completes the documentation & provides a copy to the principal; principal contacts the parents and reviews the dress code. Student may receive one day of detention after meeting with the principal.
4. Any subsequent violations during the school year, may result in additional detentions or suspension in or out of school.

BEHAVIOR EXPECTATIONS

St. Columba School is dedicated to providing a positive, joyful learning environment that is safe and orderly. We guide students in the development of behavioral choices based on Christian values. The faculty and administration use a school-wide approach to managing behavior with an emphasis on respect, responsibility, and remembering what Jesus taught (The 3 R's). Saint Columba School has a matrix of behavior expectations for various areas of the school and school related functions. St. Columba School does not support any political objectives and NO political items can be displayed or worn by students in the school. Students are expected to comply with school and classroom rules on campus and on school related outings/field trips. Students receive recognition for demonstrating desired behaviors, and they receive consequences for inappropriate behaviors. Our approach to behavior management is instructional. Students are prompted to analyze their behavior choices and to identify better choices.

Character Development

St. Columba School expects its students to exhibit qualities of personal integrity that reflect Catholic Christian personal values of love for God, respect for others, and respect for self.

Cheating, lying, plagiarism, theft, harassment, inappropriate behavior and language, and noncompliance with established rules and policies are examples of violations of standards of personal integrity. The school reserves the right to invoke disciplinary sanctions as it sees fit for students whose behavior does not reflect the standards of personal integrity which are consistent with the mission of St. Columba School.

Respect for Others and for Property

Our Catholic faith teaches us that each individual is beloved of God and it is our moral obligation to care for one another. Racial, cultural, and/or gender-based intolerance of any type are not acceptable and will be dealt with accordingly. Respect for others and their personal property is expected of all students. Any form of depriving an owner of his or her belongings without permission, even in jest, is not allowed at any time. Destruction, defacement, marking, or theft of school property will be addressed with severe disciplinary action that may include restitution, detention, suspension, or /and expulsion.

Jesus modeled how to love others, and we strive to follow his teaching. One way for students to demonstrate respect is to welcome all peers into games, lunch conversations, and work teams. St. Columba School forbids students from making rude remarks or using negative body language about peers who are selected to work or play together during any school related activity. Students are not allowed to distribute party invitations in school unless the entire class is invited.

Plagiarism

Students may not use another person's words or ideas as their own when completing assignments. Teachers will not accept the work and will require the offenders to redo the work. The grades may be adjusted at the discretion of the teachers.

DISCIPLINE PROCEDURES

If a student's behavior is disruptive, disrespectful, or interferes with learning, the school principal will communicate with the parents/guardian and will implement appropriate consequences. If the behavior is very serious, chronic, or life threatening, the principal will report the behavior to the Pastor and/or Diocesan supervisors. In extreme cases a student's behavior may be cause for reporting to law enforcement or social services. Student consequences for serious infractions of school/classroom rules may be considered in three levels: detention, suspension, or expulsion. **See Appendix.**

In cases of severe violations of behavioral expectations, the administration will respond appropriately.

Definition of Terms

Detention – Detaining a student after school usually at the discretion of a teacher and/or the principal. See APPENDIX C.

Suspension – Removal of a student from all classes and extra -curricular activities for a specified period of time. Suspensions may be in-school or at home.

Expulsion – Removal of a student from school for a specified period of time or permanently.

Procedures for Detention

A detention for willful and/or repeated violation of school rules will be the responsibility and prerogative of the principal. Written and/or verbal communication from the principal to the parents/guardians must precede the detention so that parents/guardians can make transportation arrangements and can become partners in fostering appropriate behavior and effective work habits. **See Detention Policy in the Appendix C.**

Procedures for Suspension: The Diocese of Harrisburg Suspension Policy 5114.A states the following:

Students may be suspended from school for an accumulation of numerous minor offenses or for any serious offense (e.g., truancy, vandalism, insubordination, immorality, threats, fighting, theft, use of alcohol or drugs, etc.). Parents are to be notified orally the day a suspension is incurred and in a written communication within forty-eight hours of the suspension.

Parents/guardians may be required to meet with school authorities in order for the student to be readmitted to classes. The suspension is usually to be given for a specified period of time. A suspension may be indefinite pending the school's review of a particular situation. School authorities may direct that the suspension be served in school or out of school depending upon the circumstances of the situation.

After two suspensions, a student may be expelled for any further serious infractions, or an accumulation of lesser infractions of the rules or regulations of the school. A letter stating this fact is to be sent to the parents/guardians.

Determination of Expulsion: The Diocese of Harrisburg's Expulsion Policy 5114.B states the following:

All Catholic schools in the diocese shall attempt to form young people in the ways of the Catholic faith. If a student is unwilling or unable to abide by the rules and regulations of a Catholic school in the diocese and either breaks the rules consistently or does something of a very serious nature, he/she may be expelled.

The following are examples of actions that may result in expulsion:

1. Proven moral delinquency, which has a negative influence on other students.
2. Incurable behavior, which undermines classroom discipline.
3. Persistent truancy.
4. Deliberate violation of a school rule or regulation for which the promulgated penalty is expulsion. Promulgation requires written notification to students and parents, e.g., via Student Handbook and/or Newsletter.
5. Serious acts of violence, the possession of a weapon, the attempt to sell or supply drugs.
6. Students who have received two suspensions and engage in further serious violations or an accumulation of minor violations of the school rules and regulations.
7. Students charged with criminal violations that occur apart from school or school related activities.

The Principal of the school is the one who has the authority to expel a student. If the student is a member of one of the Catholic parishes in the Diocese of Harrisburg, the Principal is to inform the student's Pastor. In all cases, the Superintendent of Schools is to be consulted before the expulsion takes place.

When a student is guilty of an action that merits the punishment of expulsion, the school authorities are to arrange a meeting with parents/guardians and the student. At this time, the facts of the case are to be presented and the decision of the Principal made known to the parents/guardians who may be given the opportunity to withdraw the student from school in lieu of his/her expulsion. If the parents/guardians choose not to withdraw the student, the Principal must inform the parents in writing that the student is expelled and that they have the right to appeal this decision to a special review board. The expelled student cannot attend classes during the appeal process. **See Diocese of Harrisburg Appeal Procedure for Expulsion 5144.C.**

DRUGS AND ALOCHOL

The principal and school staff place emphasis on behaviors that promote the health and welfare of the students and the school community.

The use and/or possession of illegal drugs, alcoholic beverages, mood-altering substances, look-alike drugs, or drug-related paraphernalia or the abuse of prescription drugs on school property or while attending or participating in any school- sponsored activity is forbidden and is considered a major disciplinary infraction. **See Diocesan Policy 5137 for additional details.**

WEAPONS OR THREAT OF VIOLENCE

The possession of any weapon on school property or at any school-related activity is to be reported immediately to law enforcement officials. Any student in possession of a weapon will be immediately suspended from the school. If, in the judgment of the principal, there are not extenuating circumstances, the student shall be expelled from the school. **Diocesan Policy 5137.)**

"Weapon" is any instrument or implement for the infliction of or capable of inflicting bodily injury which serves no common lawful purpose, including but not limited to, any knife, razor, razor blade, or other cutting instrument or cutting tool, sharpened wood, sharpened metal, martial arts devices, brass or metal knuckles, club, metal pipe, blackjack, chemical agent such as mace, laser, shocker or stun gun, any explosive device, firearm (including pellet guns and B.B. guns), gun, slingshot, bow, arrow or any other similar device from which a projectile may be discharged, including a firearm or other weapons which is not loaded or which lacks a component or device necessary to render it immediately operable. The term "weapon" shall include "**weapon look-alikes**", including any instrument or implement designed to look like a weapon.

The principal reserves the right to define "weapon" in the case of objects other than the obvious guns and knives. Unloaded guns, replicas, and objects used in a threatening manner may all fall into this category.

"Possess" and "possession" means being on the person of any person or in a student's desk, locker, backpack, or otherwise under his or her control.

The principal will inform the Pastor and Superintendent of School if anyone is accused of possessing a weapon.

A threat to inflict violence on another person shall be investigated immediately by school authorities. If a threat is determined to be credible, the student(s) involved may be suspended and law enforcement officials notified. Student making threats against others may be required to have a professional evaluation before they are permitted to return to class. If the assessment by school authorities and the professional evaluation indicate that a student poses a threat to him/herself or others, or requires support beyond what the school is able to provide, the student may be asked to withdraw from the school. Students who pose a threat to themselves or others may be expelled.

HARASSMENT

St. Columba School affirms the inherent value of every individual and upholds the respect due to each because of his or her uniqueness as a child of God and therefore, is committed to providing an educational environment that is free from physical, psychological, sexual or verbal harassment. Harassment of any form is inconsistent with our mission of Catholic education and is not permitted.

St. Columba School prohibits any form of harassment of or by employers, employees, students, parents/guardians and/or volunteers. Any student or adult who experiences any form of harassment should immediately report it to the school administration. Prompt investigation of allegations of harassment will be made on a confidential basis by the most immediate administrative authority not involved with the allegation to ascertain the veracity of complaints.

A charge of harassment shall not, in and of itself, indicate the presumption of wrongdoing. However, substantiated acts of harassment will result in disciplinary action for anyone who is found guilty of engaging in harassment which may include expulsion and/or legal action, depending on the seriousness of the offensive conduct.

Definition of Terms

Harassment – when an individual is subjected to treatment that is hostile or intimidating, and/or conduct that would be offensive to a reasonable person.

Sexual Harassment – includes but is not limited to sexual misconduct that may be manifested as verbal comments, lewd visual displays, unwanted physical contact or sexual overtures, threats and demands, and/or retaliation for the reporting of sexual misconduct.

ST. COLUMBA SCHOOL IS MANDATED TO IMMEDIATELY REPORT ALL INSTANCES OF SUSPECTED SEXUAL ABUSE OF A MINOR BY AN ADULT TO THE PENNSYLVANIA DEPARTMENT OF PUBLIC WELFARE (CHILDLINE) AT **1-800-932-0313** AND TO THE DIOCESE OF HARRISBURG OFFICE FOR YOUTH PROTECTION BY CALLING **1-800-626-1608**.

BULLYING / CYBERBULLYING

The Diocese of Harrisburg and St. Columba School prohibits any form of bullying or cyber bullying of or by students on or off the school campus. **Bullying** shall mean unwelcome verbal, written or physical conduct directed at a student by another student that has the intent of or effect of:

1. Physically, emotionally or mentally harming a student;
2. Damaging, extorting or taking a student's personal property;
3. Placing a student in reasonable fear of physical, emotional or mental harm;
4. Placing a student in reasonable fear of damage to or loss of personal property; or
5. Creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities.

Cyber bullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another student, teacher or employee of the school by sending or posting inappropriate or derogatory email messages, instant messages, text messages, digital pictures or images, or Web site postings (including blogs). All forms of cyber bullying are unacceptable and offenders shall be subject to appropriate discipline as noted in this policy. (Diocesan Policy 5136.A)

The St. Columba School Bullying/Cyber bullying Policy is found in the appendix of this handbook. Parent/guardians are expected to review the policy with their children.

ALL HAZARDS SAFETY PLAN

St. Columba School will make every effort to adapt and respond to any specific incident in order to protect our children. It is critical to understand the importance of cooperation in any crisis. It is expected and essential that all parents, students, and school personnel work cooperatively to maintain the safest environment possible for the entire school. The complete St. Columba All Hazards Safety Plan is on file in the school office. Parents/guardians may request to review the emergency plan with the principal during regular school hours.

TRANSFER OF STUDENTS

When a student leaves St. Columba School and transfers to another school, parents are required to complete a withdrawal form for the student. A withdrawal form is not required when a student graduates and moves on to high school. Upon receipt of the request for records from another school, the student's records, including the disciplinary record, are forwarded to the school in accord with current Pennsylvania law. The student's academic record may be withheld for the satisfaction of financial or other obligations as per school policy. All other records will be forwarded to the receiving school upon request.

St. Columba School must notify any school to which a student transfers if the student was expelled or was involved with any pattern of disciplinary issues.

CUSTODY

St. Columba School abides by legal requirements with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, St. Columba School will provide the non-custodial parent with access to academic records and other school information regarding his/her child when requested. If there is a court order specifying that there is to be no information given, it is the custodial parent's responsibility to provide St. Columba School with a court-certified copy of the court order. This copy will also help school officials in determining when, if ever, the child can be released to the non-custodial parent.

CURRICULUM

St. Columba School follows the curriculum of the Diocese of Harrisburg. Diocese is adopting the Common Core State Standards. The standards, covering English language arts and mathematics, were created under the direction of numerous state governors to clarify educational goals from kindergarten through grade 12. The Diocese's curriculum includes English language arts (ELA), mathematics, science, social studies, religion, art, music, technology education, health & physical education, and library science. Students in grades 1-8 receive Spanish instruction from Bloomsburg University students under the direction of a professor.

Students are expected to focus on their lessons during a school day; therefore, we do not allow students to bring toys to school unless they have special permission from a teacher for a project or presentation. If toys are brought to school, they must remain in the student's backpack until the end of the regular school day.

SACRAMENTAL PREPARATION

Catholic students preparing for First Holy Communion or Confirmation in the Diocese of Harrisburg must follow the guidelines for sacramental preparation as outlined by their parish of membership. The teachers of religion at St. Columba School fully cooperate with and integrate Diocesan policy for sacramental preparation in their religion curriculum. Parents/guardians of students in Grades 1, 2, 7, and 8 should contact their parish of membership for more information.

RELIGION CURRICULUM

The atmosphere of a Catholic school should enable students to experience living the Gospel. On every Friday morning and on Holy Days of Obligation, students in kindergarten through eighth grade attend Mass as a school community. These school liturgies and other religious celebrations including prayer services, reconciliation services, Stations of the Cross, and other opportunities for faith formation are open to parents/guardians.

Daily prayer is an essential part of each day in all grades. Each classroom must display at least one center for prayer. Every faculty/staff of St. Columba School must promote the authentic doctrine of the Catholic Church at all times with their students.

Students enrolled in an elementary or secondary school in the Diocese of Harrisburg will participate in all aspects of his/her school's religious education program with the exception of the final phases of sacramental preparation for non-Catholic students. These requirements include attendance at the regularly scheduled classes in religious instruction, fulfillment of the academic requirements for these classes, and attendance at liturgical functions observed as part of the school program. Schools should assure that non-Catholic students observe the appropriate liturgical norms established by the Church regarding limits on their participation in liturgical functions. **See Diocesan Policy 5118.2.**

ACADEMIC POLICIES

St. Columba School is dedicated to excellence in education and to the spiritual development of our students within the framework of the Gospel and the tradition of the Catholic Church. Our fundamental task is educating the whole person, integrating faith with learning in daily life. Recognizing the uniqueness and individuality of children, we guide them to discover and develop their God-given talents. St. Columba School instills in our students a lifelong commitment to learning, to developing Christian virtues, and to fostering community service.

St. Columba School recognizes academic achievement through its honor roll and distinguished honor roll. The list of criteria for each honor roll status is found in the appendix of this handbook.

Homework

For the purpose of reinforcing skills presented in class, practicing independent work, and completing projects that require additional time/research, a teacher may assign homework. Basic to all successful homework is the involvement of parents/guardians. Children need to have a place to study that is conducive to learning and free of distractions. Work should be checked for completion but not completed by the parents/guardians. Teachers wish to be informed if a child is consistently experiencing difficulty in completing homework within the suggested time frame. Daily assignments are the discretion of each teacher whose homework expectations are explained at Back-to-School Night. The following homework time allotments are daily approximations: Kindergarten (5–10 minutes); Grades 1 & 2 (10–20 minutes); Grades 3 & 4 (30–40 minutes); Middle School (50–60 minutes).

Grade Reports and Progress Reports

Student grade reports are issued three times a year. There are 60 school days in one trimester. Grades are based on multiple types of assessment including class participation, written/study assignments, special projects, and written/oral evaluations.

Mid-trimester progress reports make parents/guardians aware of their child's performance in sufficient time to avoid incomplete/failing trimester grade reports. Progress reports must be signed and returned to the teacher as verification of their receipt. A conference to discuss the progress report may be requested by a teacher, parent, or guardian. Parent conferences are regularly scheduled at the conclusion of the first trimester. Teachers will review the grade report with the parents/guardians. Other conferences may be conducted during the school year as requested by teachers or parents/guardians.

St. Columba School uses the Diocese of Harrisburg student reporting system for the elementary and middle school grades. Teachers review the grading system and the method of recording on the grade report for the grade/subject they teach at Back-to-School Night.

Promotion/Retention

St. Columba School believes that promoting a student who has not achieved sufficient mastery of the curriculum may not be in the best interests of the student. The classroom teacher and the principal will determine whether to recommend grade retention. A decision will be reached after reviewing the student's progress reports/grade reports, consulting with his/her support services teacher(s), examining his/her standardized and/or psychological testing scores, and considering documentation from any other relevant professionals who have first hand knowledge of the student's academic abilities. Parents/guardians will be notified mid-year if a condition exists which may warrant a student's grade retention.

Sometimes a student may benefit from an adapted or a modified curriculum. The teachers of St. Columba School are willing to offer an adapted or a modified program of instruction if the student's learning needs can be reasonably accommodated.

Algebra Keystone Examination

All algebra students must take the Keystone Algebra exam.

EVALUATION OF STUDENT ACHIEVEMENT

St. Columba School complies with the Assessment Plan developed by the Diocese of Harrisburg. Each year in spring, students in grades 3 through 8 participate in the Iowa Tests of Basic Skills (ITBS), and a Cognitive Abilities Test (CogAT) is administered to grades 3 and 5. Students in grades K-2 receive DIBELS NEXT assessments three times per school year. The Developmental Reading Assessment is also administered twice yearly to students in grades K-7. By studying the results of these tests, teachers and administrators identify areas of strength/weakness in classes and individuals. Educational planning follows to address specific student needs. An opportunity to compare a student's ability with their academic performance is another beneficial outcome of this standardized testing. Due to the important nature of these tests, parents/guardians are asked to refrain from scheduling appointments or vacations/trips on test days.

Before entrance into kindergarten, students are screened for academic readiness and social maturity by a team of educators and/or the kindergarten teacher.

MIDDLE SCHOOL HONOR STUDENTS

St. Columba School recognizes middle school students' exceptional educational achievement and work habits through its honor roll and distinguished honor roll. **See Appendix for the eligibility criteria.**

SUPPORT SERVICES

St. Columba School provides its eligible students with support services administered by the Central Susquehanna Intermediate Unit (CSIU) and the local public school districts. These services may include speech therapy, occupational and physical therapy, reading and/or math support, and psychological testing. St. Columba School provides a team approach when students exhibit a need for learning accommodations. The specialized interventions are documented in a student learning plan.

COMMUNICATION

Back to School Night is scheduled before the beginning of each school year. It enables parents/guardians to meet their children's teachers and to establish a cooperative relationship between themselves and the school.

Teacher conferences are scheduled for the distribution of first trimester grade reports. However, parents/guardians are encouraged to meet with teachers to discuss the progress of their child whenever the need arises by making an appointment with a teacher through a telephone call, e-mail, or a note to the teacher at school. Parents/guardians should first attempt to address any concerns with the teacher.

The principal of St. Columba School published a newsletter every Friday. Most families receive the information via e-mail. In addition a Family Folder is usually distributed every Friday throughout the school year. Contents of this folder may include information flyers, Smart Money orders, calendars, and other essential documents. Families should review the folder and return it every Monday with any requested information enclosed.

STUDENT COUNCIL

The St. Columba School Student Council provides an opportunity for leadership growth among its participants. Members of the 8th grade class may be candidates for the offices of president, vice president, and secretary. Each classroom may select a representative. The Student Council is newly formed every school year, and officers are inducted in a special ceremony in the fall of the school year. The Student Council functions as a communication forum between students and the school administration. Student Council members also provide volunteer assistance at school functions.

LUNCH PROGRAM

St. Columba School participates in hot lunch program under the jurisdiction of the United State Department of Agriculture (USDA). The Pennsylvania Department of Education (PDE), Division of Food and Nutrition, is the administering agency. We serve healthy, reasonably priced, quality controlled meals. Reduced/free lunches are available to qualifying families. A monthly menu is provided in the *Family Folder* and/or on the school website. To keep this program viable parents/guardians are reminded to make timely payment of their children's hot lunches and to consider making themselves available to volunteer as needed.

WELLNESS POLICY

The St. Columba School lunch menu is monitored by the PA Department of Child Nutrition. Students have choices of healthy lunch selections daily. Classroom parties will offer a minimal amount of food containing added sugar as the first ingredient. Healthy alternatives will be provided such as fresh fruits and vegetables, water, milk or 100% fruit juice. The St. Columba School physical education program is also essential in promoting students' well-being.

HEALTH

St. Columba School receives school nurse services provided by the Bloomsburg Area School District. Health records are maintained by the school nurse and are kept on file in the school. All parents/guardians are asked to cooperate in keeping these records accurate and current by completing and returning any and all required forms and by notifying the school office of any changes.

Medication

St. Columba School does not have a school nurse on site at all times. Therefore, when parents/guardians are unable to arrange medication time intervals to avoid school hours they may be asked to come to school to administer medication to their children. If it is essential that a student receive medication during school hours, specific procedures must be followed in order for school personnel to administer medication. **See Appendix for forms**

For a student on long-term medication, a personal conference with parents/guardians concerning the student's plan of care is required. The plan of care must be written and included as part of the student's health record. Students are not permitted to carry any medication on their person without a physician's specific authorization to do so. Students are not permitted to retain any medication in the property assigned for their usage (e.g. desks, closets, etc.). **See Diocese of Harrisburg Policy 4108 for further information.**

Accidents

In minor cases, first aid will be given at school. In the event that major first aid is required, every effort will be made to contact a parent/guardian. In case of failure to contact a parent/guardian, the authorized contact person on the student's emergency form will be called. **Therefore, it is of utmost importance that the emergency form be completed properly and signed by the parent/guardian before the first day of school.** If no authorized person can be reached, the school will seek the care needed for the welfare of the student. Parents/guardians will be responsible for expenses incurred. An optional insurance plan is offered to all students through the Diocese of Harrisburg. Information regarding this option is sent to all parents/guardians at the beginning of the school year. Proper signatures must be returned to the school office indicating acceptance/rejection of this insurance by the parents/guardians.

BUS SAFETY

Students at St. Columba School are provided transportation from their public school district of residence. This includes the following districts: Bloomsburg, Benton, Berwick, Central Columbia, Danville, Millville, and Southern Columbia.

While riding school district transportation, students are expected to conduct themselves in accordance with the mission and philosophy of St. Columba School. Failure to observe rules of safety and respect for drivers and/or other students may warrant disciplinary action by the transporting district and/or St. Columba School. Such action may include but not be limited to temporary/permanent suspension of transportation services, in school detention, or suspension/expulsion from school as determined by St. Columba School policy.

Specific questions regarding bus/van scheduling, pick up and drop off sites, etc. should be addressed to the transportation coordinator in your school district of residence.

Parental Transportation Changes: A written note signed by the parent/guardian must be sent to the school office the morning of any change in transportation. Only in the event of an emergency, will a phone call be accepted to request a change in dismissal plans. Such calls must be received no later than **1:45 p.m.**

EXTRACURRICULAR ACTIVITIES

St. Columba School offers a variety of extracurricular activities. Particular club offerings may change from year to year. There may also be revisions of available clubs at the mid-point of the school year. Some extracurricular activities, e.g. drama require a fee.

Most extracurricular activities are scheduled after school from 2:35 to 4:00 p.m. Arrangements for after school care following an extracurricular activity may be made for a nominal fee. Students not picked up after 4:00 p.m. will be sent to the after school care program at the expense of the parent/guardian.

To ensure that participation in an extra-curricular activity does not come at the expense of academic performance, students may be suspended or expelled from an extracurricular activity for serious violations of school rules, unacceptable academic performance, and/or frequent unexcused absence/tardiness.

FIELD TRIPS

To expand classroom experiences, St. Columba School may take students on educational field trips according to the guidelines set forth by the Diocese of Harrisburg with respect to distance/location. Parents/guardians must give their children WRITTEN permission to attend such trips. Students who fail to submit a proper permission slip will not be allowed to participate in the field trip. Telephone calls CANNOT be accepted in place of a written permission slip.

Field trips are privileges afforded to students. Mobile phone and other electronic devices are not allowed. Any special circumstances must be approved by the principal. A student who fails to meet academic, behavioral, or attendance requirements may be denied participation in a field trip. Students must comply with school and Diocesan policies and regulations during field trips. Parent/guardian participation in a field trip is at the school's discretion and subject to Diocesan policy. Chaperones must have all required documentation on file with the Diocese of Harrisburg as mandated by the Youth Protection Program. See **Volunteer Resources** on the school website.

STUDENT PHOTOS AND IDENTIFYING INFORMATION

St. Columba School is careful about the privacy of the names, addresses, and phone numbers of students and their families. Parents/guardians must complete the Photo Permission form every school year to provide or to revoke permission for circumstances involving images of their children. **See Appendix.**

RIGHT TO SEARCH

The school/parish is co-tenant of lockers and desks and reserves the right to search them at any time without notice.

TECHNOLOGY AND THE INTERNET

St. Columba School maintains an up-to-date computer lab and sets goals for student instruction that is age appropriate. Technology instruction is provided weekly to students in kindergarten through eighth grade. A technology committee meets to review the technology needs of St. Columba School and to make recommendations for upgrading hardware and software in order to maintain a technology plan based on current advances in educational technology.

Computer stations are maintained in each classroom for teacher and student use on a daily basis. It is a privilege for students to use computers and the Internet whether in the computer lab or the classroom. Students are responsible for their own actions, and inappropriate use of the computer/internet has consequences. **See Appendix.**

CELL PHONES/ELECTRONIC DEVICES

Cell phones, pagers, iPods, lasers, handheld electronic games, or other communication, image, or music devices are not permitted without the express prior permission of the school administration. If students use or display any forbidden items during school hours, they will be confiscated and may only be retrieved by the parent/guardian at the end of the school day.

Parents/Guardians must submit a request for permission annually in writing if they wish their student to have a cell phone in school for safety purposes while walking to/from school. **Cell phones may not be used for any reason during school hours, must be turned off, and must be kept in the student's backpack at all times.** In the case of a family emergency, parents should call the school office to relay information to their children.

Cell phones and other electronic communication, games, video, or music devices are not allowed on school field trips or at school dances.

HOME & SCHOOL ASSOCIATION (HSA)

The Home and School Association dedicated to facilitating communication between parents/guardians and the faculty/staff/administration. Members provide valuable volunteer support to St. Columba School and fundraise for special projects. Notice of meeting dates are listed on the monthly events calendar.

All St. Columba School families and faculty are welcome to attend and to become actively involved in the programs of the HSA.

SMART MONEY

St. Columba School purchases and sells a variety of gift cards and makes a profit for the school from each sale. There is no extra cost to the consumer when buying the cards. The Smart Money profit helps the school maintain fiscal health and prevents the tuition from climbing excessively. Smart Money may be purchased through the family folder weekly, in the school office, or on Sunday's after Mass. Every St. Columba family is asked to purchase at least \$300.00 of Smart Money per month.

ADMINISTRATOR'S RIGHT TO AMEND HANDBOOK

St. Columba School administrators retain the right to amend this handbook during the school year.

Late Work Policy Statement

Purpose: The purpose of the St. Columba Middle School Grading and Late Work Policy is to communicate expectations for student participation in the learning process. Our goal is for 100% of students to experience academic success in all of their coursework. Towards that end, we strive to foster a climate that rewards and acknowledges hard work, responsibility, persistence, teamwork, and problem solving. We also acknowledge that different students learn new skills and content at different rates. Therefore, this policy reflects the attitude that mistakes are part of the learning process; that learning is not always linear; and that effort and tenacity are important ingredients of success.

St. Columba Middle School expects our students to achieve a passing grade in all classes. Should a student not earn a passing grade in any course, a required remediation program will be implemented. Failure to achieve a passing grade before the last day of Summer School will result in retention in that course.

Rationale

Students need to be held responsible for missing work. It is not “OK” to get an F in any class and just move on to the next grade.

Implementation

1. Students who receive one or more F's in any class at the end of a trimester are identified.
2. The course teacher will assemble a portfolio of required work for each individual student who is identified.
3. Contact is made between parents/guardians and school to review the remediation program.
4. If at any point during the required two-week remediation program, the student completes the portfolio work to a satisfactory level, the original grade of F will be changed, and the maximum grade that can be earned is a C. *Student is then dismissed from the remediation program.*
5. Portfolio work (defined as late/missing assignments) not completed in the two-week program will be carried over to the following quarter's program.
6. If all portfolio work is not remediated by the end of the third trimester, the student will be required to participate in a four-week Summer School program.
7. Any student with a failing grade, not remediated by the end of the third trimester, is in jeopardy of not attending any or all school-related ceremonies or activities including class trips, graduation, Summer Send Off, etc.

8. Failure to achieve a passing grade before the last day of Summer School will result in retention in that course. Note that while the student is repeating that course, they will be moving ahead with the next course in that curricular area.

The two-week remediation program would require students to use their recess time and a mandatory after-school period of time (from 2.35 to 3.15) to complete at a satisfactory level the missing portfolio requirements.

Summer School would be completed off campus by the student with the course teacher available through email/Skype/phone call(s) to monitor the student's progress and questions. This would be a limited four-week program with due dates determined by the student, parents, and course teacher.

ANTI-HAZING POLICY

The Diocese of Harrisburg prohibits any form of hazing of or by employees, volunteers or students.

Hazing is defined as: “Any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a person or which willfully destroys or removes public or private property for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership in, any organization. The term shall include, but not be limited to, any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, liquor, drug or other substance, or any other forced physical activity which could adversely affect the physical health and safety of the individual, and shall include any activity which would subject the individual to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual, or any willful destruction or removal of public or private property. For purposes of this definition, any activity as described in this definition upon which the initiation or admission into or affiliation with or continued membership in an organization is directly or indirectly conditioned shall be presumed to be "forced" activity, the willingness of an individual to participate in such activity notwithstanding.”

(From Act 2016-31)

Any student who experiences some form of hazing or staff member who becomes aware of hazing should report it to the school administration. Any staff member who permits or encourages hazing will face disciplinary action, including possible dismissal. Any student who engages in hazing is subject to discipline, up to and including expulsion, depending on the seriousness of the offensive conduct.

Every elementary and secondary school shall promulgate this policy to parents and provide a copy to all athletic coaches and moderators of activities in accord with Pennsylvania state law.

Policy

Adopted: July 1, 2016

RWG/Bishop of Harrisburg

APPENDIX A

SAINT COLUMBA CATHOLIC SCHOOL
2014-2015 STUDENT AND FAMILY HANDBOOK ACKNOWLEDGEMENT FORM

The Student and Family Handbook documents the policies and procedures of St. Columba Catholic School. Our school complies with policies issued by the Diocese of Harrisburg and the St. Columba School Education Committee. Compliance those policies and procedures is mandatory for all students.

Please read the entire handbook and discuss the contents with your children. By signing below, you agree to be governed by the regulations, procedures, and policies stated in the St. Columba School Student and Family Handbook.

Please return the form to the principal on Back-to-School Night or to the school on the first day of the school year.

Please Print Each Student's Name

Student: _____ Grade: _____

Student: _____ Grade: _____

Student: _____ Grade: _____

Student: _____ Grade: _____

Parent/Legal Guardian Name: _____
(Please Print Parent/Legal Guardian Name)

Parent/Legal Guardian Signature: _____
(Signature)

Date Signed: _____ Date Received in School Office: _____

Compliance with the provisions of the St. Columba School Student and Family Handbook is expected even in the absence of signatures.

APPENDIX B

St. Columba School Behavior Expectations & Procedures What Does Jesus Want Us To Do?

	School-wide	Arrival/Departure	Classroom	Mass	Hallways/Stairs	Bathroom
B E R E S P E C T I F U L	Respect yourself as God's creation.	Arrive on time with all necessary materials & work.	Work cooperatively with others.	Prepare your heart & mind to receive Jesus.	Walk quietly in line at a safe distance from peers.	Respect the privacy of others.
	Be kind & polite. Say please, thank you & excuse me.	Remove hats and hoods.		Line up as directed.	Leave arm to elbow space between you & the next person.	Use inside voice.
	Greet adults & peers.	Greet teachers & peers kindly.		Move quietly into the church.		Dress completely before leaving the stall.
	Use positive language.	Wait for directions.				
	Listen & give eye contact to the speaker.	Line up as directed.				
	Follow directions the first time given.	Use inside voices.				
	Keep hands, feet & objects to yourself.					

	School-wide	Arrival/Departure	Classroom	Mass	Hallways/Stairs	Bathroom
B E R E S P O N S I B L E	Wear proper uniform.	Sit in assigned area in gym or classroom.	Do all assignments.	Bless yourself with Holy Water.	Line up as directed.	Get in & out as quickly & quietly as possible.
	Stay on task.	Stay in assigned area.	Study for tests.	Genuflect before sitting.	Always walk on stairs.	Keep area clean.
	Complete assignments within the given time frame.		Participate in class.	Sit quietly.	Walk at a safe pace.	Flush the toilet.
	Give your best effort.		Take care of belongings and school property.	Participate in the Mass.	Walk in single file.	Wash hands with soap.
	Listen when others are speaking.		Clean up when directed.	Pray with others at the end of Mass.	Pick up trash dropped in hall & throw away.	Throw towel in trash can.
	Be prepared to work.			Exit seat quietly. Genuflect.		Use the bathroom before going to a special subject class.
	Be aware of how your actions & words affect others.			Walk quietly in line to class.		Middle School, use the bathroom between rotations. Allowances will be made for emergencies.
	Make good choices.					

	School-wide	Arrival/Departure	Classroom	Mass	Hallways/Stairs	Bathroom
R	Be kind & polite.	Look for quiet signal.	Do your best	Pray for others.	Think of safety	Follow your
E		Be quiet when	work daily.		when traveling.	teacher's rules.
M	Use positive	teachers are in the		Always show		
E	language.	circle.	Ask for help	reverence for the	Watch out for	
M			when needed.	Tabernacle and	others.	Report any
B	Be truthful.	Say morning prayers.		altar.		problems to a
E			Be kind to those		Hold the door for	teacher.
R	Treat others as	Line up quietly when	who need extra		others.	
	you want to be	directed. Walk	help.			
W	treated.	carefully in line.			Invite others to go	
H					first.	
A	Help others.	Hold the door for				
T		others.			Wait patiently for	
	Share. Take				your turn.	
J	turns.					
E						
S	Celebrate					
U	differences					
S	among you as					
	gifts from God.					
T						
A	Learn from each					
U	other.					
G						
H						
T						

APPENDIX C

SCHOOL-WIDE POSITIVE BEHAVIOR SUPPORT RESPONSES TO VIOLATIONS OF BEHAVIOR EXPECTATIONS

1. All teachers will establish classroom rules compatible with the St. Columba school-wide positive behavior support program.
2. Teachers will instruct students about appropriate behavior using a Catholic framework.
3. Teachers will provide an array of appropriate classroom consequences for violation of behavior expectations. The consequences may include but are not limited to the following:
 - Verbal warning and reminder of expectations
 - Practice expected behavior (retrain)
 - Think Sheet
 - Think time away from the group
 - Silent lunch seated away from peers
 - Loss of recess minutes or other privileges
 - Clean up if violation relates to negligent cleanliness
4. If a teacher determines that the classroom responses to a student's behavior is not convincing the student to improve his/her behavior choices, the teacher will complete a conduct referral form, send one copy to the principal, and one copy to the parent.
5. The school office will maintain a tally of conduct referrals. The principal will maintain a three strikes approach to behavior issues. When a student's tally reaches three, the principal will contact the student and the student's parents. The principal has the discretion to determine the appropriate intervention in accord with the type and degree of infractions. Consequences may include but are not limited to the following:
 - Parent meeting with teacher(s) and student present
 - Behavior contract development
 - Restitution plan development
 - Additional supervision
 - Exclusion from a school activity, e.g. field trip; school dance
 - Detention
 - In school suspension
 - Out of school suspension
 - Removal from school
6. Detention will be conducted as soon as possible after parent notification. Detention runs from 2:35-4:00 p.m. Detention may be conducted on **Saturday from 8:00-9:30** depending on the frequency and/or severity of the behavior. Failure to attend detention is a serious infraction, and the student will receive in-school suspension. Parents will be notified by the principal prior to the detention.
7. Student Council: A student inductee may not have any office referral prior to the induction of officers. If a student council office received an office referral after induction, the principal maintains the discretion to suspend the individual from Student Council up to a month.

APPENDIX D

SAINT COLUMBA CATHOLIC SCHOOL DETENTION POLICY

Detention will be held from 2:35 - 4:00 on a school day or Saturday. Parents/Guardians will be notified prior to a student's detention in writing and/or by phone. Serious infractions may be reported to the Pastor and/or Superintendent.

If a student does not serve an assigned detention, the principal will assign in-school suspension. Repeated student detention, especially for the same infraction of school policy, will result in further disciplinary action, as determined by the administration.

During the detention session students will complete the following as applies:

1. Finish incomplete work as assigned by the teacher.
2. Develop an action plan to avoid inappropriate behavior in the future.
3. Practice appropriate behavior.

During the detention session the following rules will be enforced:

1. Silence will be maintained.
2. Students will remain for the full time.
3. Students must do assigned work.

Monitor responsibilities:

1. Arrive at the detention site by 2:35 and remain there until all students have been picked up and signed out by a parent/guardian or delivered to the After School Care teacher.
2. Attendance will be taken at the start of the detention session to include the name, grade, and reason for each student present. An attendance record of detention will be maintained in the school office until the end of the current school year.

Infractions which may lead to a detention:

1. Excessive unexcused absences or tardiness
2. Incomplete homework
3. Incomplete class work
4. Failure to follow the uniform dress code for repeated infractions.
5. Violations of school or classroom rules

The school reserves the right to request a parent/teacher conference to address academic or behavioral concerns.

APPENDIX E

**Saint Columba School
40 E. Third Street
Bloomsburg, PA 17815**

Bullying/Cyber bullying Policy

Purpose:

St. Columba School and the St. Columba School Education Committee are committed to providing a positive and safe learning environment based on Catholic Christian values. Students are expected to exhibit qualities of personal integrity that are consistent with the teachings of Jesus. Our Catholic faith teaches us that each individual is beloved of God, and it is our moral obligation to care for one another. Students must model respect, responsibility, and reverence for the sacred.

Bullying is destructive and disruptive. It creates an atmosphere of fear and intimidation and may lead to more serious violence. Therefore, bullying is strictly prohibited on school and parish grounds, field trips, school related transportation, and all other school or parish sponsored events.

Definitions:

Harassment – when an individual is subjected to treatment that is hostile or intimidating, and/or conduct that would be offensive to a reasonable person.

Bullying shall mean unwelcome verbal, written or physical conduct directed at a student by another student that has the intent of or effect of:

1. Physically, emotionally or mentally harming a student;
2. Damaging, extorting or taking a student's personal property;
3. Placing a student in reasonable fear of physical, emotional or mental harm;
4. Placing a student in reasonable fear of damage to or loss of personal property; or
5. Creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities.

Cyber bullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another student, teacher or employee of the school by sending or posting inappropriate or derogatory email messages, instant messages, text messages, digital pictures or images, or Web site postings (including blogs). All forms of cyber bullying are unacceptable and offenders shall be subject to appropriate discipline as noted in this policy. (Diocesan Policy 5136.A)

Bullying is a pattern of repeated severe, persistent, or pervasive behavior directed at another student or students in a school setting, outside a school setting (including cyberbullying), or in a parish related activity. It is an imbalance of power designed to hurt, embarrass, or humiliate other(s). It can cause any of the following:

1. Substantial interference with a student's education.
2. Substantial disruption of the operation of the school.

Types of Bullying:

1. Physical, including hitting, pushing, spitting, using rude gestures, extortion (attempting to obtain or withhold property of another), and damage to personal belongings.
2. Verbal, including taunting, malicious teasing, name-calling, demanding money or possessions, and making threats.
3. Psychological or Relational, including spreading rumors, manipulating social relationships, and engaging in social exclusion or intimidation. The target/ victim of bullying can be a single individual or a group of students.
4. Cyber bullying, including forms of verbal and psychological bullying, sent through the Internet via e-mail, social media, or other electronic formats. Cyber bullying includes, but is not limited to, electronic harassment, harmful teasing, intimidation, threats, inappropriate or derogatory messages or images

All forms of cyber bullying are prohibited. Offenders may be subject to legal or police proceedings.

Procedures for Prevention of Bullying:

- Be proactive with bullying prevention. Establish a program of School-Wide Positive Behavior Support (SWPBS) that includes behavior expectations in school settings and a common language to be used regularly by teachers, administrators, and staff.
- Create a school environment that reflects Catholic Christian values. Adults will model those values for students in all school settings.
- Apply sanctions consistently for violations of rules.
- Teach students the definition of bullying to enable them to identify behaviors that are truly bullying.
- Teach students the Ross et. al. three step response to problem behavior (BP-PBS; Ross et. al., 2008; www.pbis.org): **Stop, Walk, Talk.**
 1. Teach students the American Sign Language signal for stop accompanied by the words “stop now”.
 2. Model the next step. If the problem behavior continues after the stop signal, teach students to “walk” away and to remind other students of the strategy.
 3. Teach the “talk” strategy. If the problem behavior continues after a student applies steps 1 and 2, the student must tell an adult.
- Teach students to recognize the difference between tattling and the need to seek adult help for real bullying. The goal of tattling is to cause trouble for the other person. The goal of seeking adult intervention for bullying is to stop destructive behavior.

- Severe clause: Students who are in danger must skip the three step strategy and immediately seek adult help.
- Provide positive verbal reinforcement for students who appropriately apply the three step process.
- Provide periodic reminders to students about the three step process. Check individually with any students who are chronic victims of problem behavior.
- The bullying policy will be included in the school and faculty handbooks.
- Parents must read the bullying policy and share it with their St. Columba School children. Parents must complete and sign a form stating that they have read the policy and that they and their children will comply with the policy.

Procedures for Responding to Bullying:

- Instruct students to promptly report bullying incidents to a teacher or the school principal if the three step process is ineffective or the student is in danger.
- Teachers who receive a bullying complaint from a student or parent will promptly notify the school principal or designee.
- Families are encouraged to report bullying incidents to the school principal or designee.
- The principal will promptly interview all parties in a confidential manner and will inform parents.
- The principal will document the bullying incident, the findings, and the corrective action.
- The principal will inform the pastor about the incident and will keep the pastor informed about the investigation. The principal will consult with the pastor regarding the corrective action.

Consequences for Violations of the Bullying:/Cyber bullying Policy:

A student who violates this policy shall receive appropriate disciplinary consequences which may include:

First Offense:

- Telephone call to parent
- Parent conference (face to face)
- Complete a bullying reflection document (think sheet)

- Weekly check in with the principal (retraining)
- Mediation conference conducted by principal with victim and perpetrator
- Silent lunch
- Loss of school privileges
- Exclusion from school-sponsored activities
- Behavior contract
- Detention

Second Offense:

May include the above consequences and the following:

- Suspension
(either in or out of school at discretion of principal and/or pastor)
- Required outside counseling at parental expense

Third Offense:

May include the above consequences and the following:

- Expulsion

Severe Clause:

If a student engages in dangerous bullying behaviors which place another student or students at risk for serious physical harm or mental anguish, the principal will immediately consult with the pastor regarding the appropriate response to the behavior which may include suspension or expulsion even on the first offense. In some cases, legal authorities may be notified.

Date Policy Approved By the St. Columba Education Committee: 12/10/2012

Policy content based on review of policies from the following sources:

Diocese of Harrisburg

Central Columba School District, Bloomsburg, PA

Bloomsburg Area School District, Bloomsburg, PA

Our Lady of Lourdes Regional School, Coal Township, PA

St. John's School, Hanover, KS

Holy Rosary Catholic School, Antioch, CA

APPENDIX F

Authorization for PRESCRIPTION Medication – Confidential

Name of student _____ Date of birth _____
School _____ Grade _____
Medication _____
Time(s) of day medication is to be given _____

The Physician's written authorization, including all necessary instructions for administering the medication, must accompany this request.

Special instructions by parent/guardian _____

Has the first dose of this medication been given? YES NO

****School personnel are prohibited from giving the first dose of any prescription medication without a physician's written authorization. I understand that some prescription medications, which may include the above listed medication(s), might cause my child to suffer an adverse reaction or other serious medical condition. I hereby release, waive, discharge and covenant not to sue the Diocese, Parish, School or their employees, officials, agents or volunteers for any liability for damages, injury or death that may result from ill effects or adverse reactions to this medication. I authorize this medication to be administered at the School by staff persons or volunteers who are not physicians, licensed registered nurses (RNs), or licensed practical nurses (LPNs). I understand, acknowledge and approve that the individuals administering the medication do not have any form of medical license and will not perform a medical assessment of my child prior to administering the authorized medication. Further, I acknowledge that the School bears no responsibility for ensuring the medication is administered and that the Diocese, Parish, School or their officials, employees, agents or volunteers may decline to administer the medication. *If the School declines to administer the medication, the School will take reasonable steps to notify you that the medication will not be administered.***

I HEREBY CERTIFY THAT I HAVE READ THIS DOCUMENT IN FULL AND THAT I HAVE THE LEGAL AUTHORITY TO CONSENT TO THE ADMINISTRATION OF THIS MEDICATION.

Date _____ Signature of parent/guardian _____

Printed Name _____

Date _____ Witness (school employee) _____

Printed name _____

NOTE: A physician's written authorization must accompany this request, and the medication must be provided to the school in the original container, with a legible label.

THIS RELEASE IS TO BE RETAINED IN STUDENT'S MEDICAL FILE.

APPENDIX G

Authorization for NON-PRESCRIPTION Medication – Confidential

Name of student _____ Date of birth _____
School _____ Grade _____
Medication _____
Manufacturer’s recommended dosage _____
Time(s) of day medication is to be given _____
Common side effects _____

Special instructions by parent/guardian _____

Has the first dose of this medication been given? YES NO

****School personnel are prohibited from giving the first dose of any medication. I understand that some nonprescription medications, which may include the above listed medication, might cause my child to suffer an adverse reaction or other serious medical condition. I hereby release, waive, discharge and covenant not to sue the Diocese, Parish, School or their employees, officials, agents or volunteers for any liability for damages, injury or death that may result from ill effects or adverse reactions to this medication. I authorize this medication to be administered at the School by staff persons or volunteers who are not physicians, licensed registered nurses (RNs), or licensed practical nurses (LPNs). I understand, acknowledge and approve that the individuals administering the medication do not have any form of medical license and will not perform a medical assessment of my child prior to administering the authorized medication. Further, I acknowledge that the School bears no responsibility for ensuring the medication is administered and that the Diocese, Parish, School or their officials, employees, agents or volunteers may decline to administer the medication. *If the School declines to administer the medication, the School will take reasonable steps to notify you that the medication will not be administered.***

I HEREBY CERTIFY THAT I HAVE READ THIS DOCUMENT IN FULL AND THAT I HAVE THE LEGAL AUTHORITY TO CONSENT TO THE ADMINISTRATION OF THIS MEDICATION.

Date _____ Signature of parent/guardian _____

Printed Name _____

Date _____ Witness (school employee) _____

Printed name _____

NOTE: Nonprescription medication may be given for a specific, time-limited minor illness or for intermittent medical conditions. If the medication is needed for more than ten doses, a prescription may be necessary in order for the medication to continue to be given at school. ***The medication must be provided in its original container with a legible label, and authorized for the dosage recommended for children on the package.*** Authorization for nonprescription medication administered at school is required by the School.

Date/	Date/
Time/initials	Time/initials
Date/	Date/
Time/initials	Time/initials
Date/	Date/
Time/initials	Time/initials
Date/	Date/
Time/initials	Time/initials
Date/	Date/
Time/initials	Time/initials

St. Columba Middle School Honor Roll Criteria

Distinguished Honor Roll

- Grade of A in 4 out of 5 major core subjects (ILA, math, social studies, science, religion).
No grade lower than B.
- All “Yes” in core subject comments.
- Grade of A in 3 out of 4 special subjects-grades 7 & 8; No grade lower than B.
- Grade of P or E in special subjects- grades 5 & 6
- Grades of P or E in Christian values and work habits

Honor Roll

- Grade of A in 3 out of 5 major core subjects (ILA, math, social studies, science, religion).
No grade lower than B.
- All “Yes” in core subject comments.
- Grade of A in 2 out of 4 special subjects-grades 7 & 8; No grade lower than B.
- Grade of P or E in special subjects- grades 5 & 6
- Grades of P or E in Christian values and work habits

The honor rolls will be posted in the school, published in the FTO, and sent to the local newspaper. Any parent who does not want names publically posted must contact the school office.

St. Columba Middle School Student Internet User Agreement and Form 2014-2015

Purpose:

Computers are a valuable tool for education at St. Columba School. The faculty/staff encourage the proper use of computer related technology including the Internet. Students and all users of computer technology have a responsibility to use these tools properly and in accordance with the policy below. No student will be able to use the Internet without this agreement signed and on file with the computer technology teacher and the school office.

Goals:

- To provide a variety of electronic tools to help students develop the ability to evaluate and synthesize information from a variety of sources.
- To enable students to work effectively with various computer/communication technology.
- To encourage critical thinking and problem solving skills that will be needed in our increasingly electronic and global society.
- To instruct students on the importance of Digital Citizenship and its nine components.

Responsibilities of User:

Christian morality compels each person to use all things in ways that are good and meaningful for human development. With right of access comes the responsibility to use the source both correctly, wisely, and morally. St. Columba School students and all those who use the school's computers are expected to exercise wise judgment, common sense and good taste in selecting sites and material from the Internet. Faculty/staff will assist in monitoring Internet sites used, but it is the responsibility of each user to monitor his/her use of technology resources, especially the Internet.

General Guidelines for use of the Internet:

- Computers are only to be used for the purpose of academic or other authorized activities.
- All users are required to take: Internet safety training, Cyber bullying awareness/ prevention, and Digital Citizenship. Training will be provided by the technology instructor and reinforced by the classroom teachers.
- The Network Administer, Technology Education Teacher, Faculty/Staff, and/or the School Administration have the right to monitor and to judge the acceptability of all activities. Students may not attempt to deprive authorized personnel of any necessary supervision or access.
- Any attempt (such as hacking or any unauthorized activity) to go around system security, to guess passwords, or to gain access to secured resources is forbidden.
- Use of proxy sites or other means to circumvent filtering software is strictly prohibited.
- No user may deliberately attempt to degrade the performance of any computer system. Users will not move, repair, reconfigure, modify or attach external devices to any system.
- Use of the Internet for commercial gain or profit is not allowed at St. Columba School.
- Before a student may engage in e-mail correspondence with a professional regarding subject matter relevant to educational research, the student must complete Digital Citizenship training and must receive permission from the Network Administrator who will inform the administration in writing prior to granting permission. Personal e-mailing is never permitted by a student at St. Columba School.
- No student is allowed to enter a chat room, social networking site, or personal email account.
- Use of electronic mail and any other Internet facilities to harass, bully, offend or annoy other users is strictly forbidden.

St. Columba Middle School

Student Internet User Agreement and Form

2014-2015

- Transferring copyrighted material to or from St. Columba School without express permission of the owner is a violation of Federal Law.
- Deliberate spreading of a virus through the use of the Internet or a disk is strictly forbidden.
- **Students may not give or share the password for his/her school account.**
- Students may not use wikis as a resource for school projects/reports.
- Prior to accessing Internet resources, all St. Columba School students must complete Internet safety training, cyber bullying prevention/ awareness, and Digital Citizenship programs presented by the technology instructor. Classroom teachers will also teach these topics.
- Students may not access their Google account.
- Students may only access their Google Drive account for educational purposes only and must have permission each time they access it. Students must be under teacher supervision at all times.
- Additional rules and restrictions may be added at any time.

Internet:

St. Columba School will adhere to the policy as stated in the Diocese of Harrisburg Policy Handbook. It includes the following paragraph:

“The Internet is a public forum with unrestricted access. For this reason, the schools in the diocese restrict permission for the posting of information related to the school, the staff, and students on the Internet. No person is permitted to use the school name or images of the school, the school logo or seal, school staff or students in any form on the Internet or in any form of electronic communication without specific written permission from the school administration. The posting of any such information on any website, social networking site, bulletin board, chat-room, e-mail, or other messaging system without permission, or posting or transmission of images or information in any format related to the school, staff or students that are defamatory, scurrilous, pornographic, or which could be construed as threatening or impugning the character of another person is prohibited and will make any person involved in the posting or transmission of such subject to disciplinary action deemed appropriate by the administration of the school, or by the diocese.”

Computer Use Rules:

1. **Protect privacy.** For reasons of personal safety, students will not post personal contact information about themselves or others such as addresses, telephone numbers, etc. Students will not knowingly or carelessly post false information about a person(s) or organization(s). **Students will not share passwords with others and must notify the principal if he/she feels their password has been compromised.**
2. **Research honestly.** Copyright laws applies to the Internet. Plagiarism is forbidden. Plagiarism is taking the ideas or writings of others and presenting them as if they were your own. The illegal downloading of copyrighted software for use on home and school computers is prohibited. All sources for research taken from the Internet for projects must be documented correctly.
3. **Respect life.** Fraudulent, harassing, violent, libelous, obscene, hateful, discriminatory, religiously offensive, unethical, or any other kind of inappropriate messages/images may not be e-mailed, printed, requested, displayed, uploaded, downloaded, or stored.
4. **Respect property.** Students must use all equipment appropriately. Deliberate destruction of computer systems by spreading computer viruses or by any other means will result in severe consequences which may include expulsion.

St. Columba Middle School
Student Internet User Agreement and Form
2014-2015

Sanctions:

1. Students who do not use Internet and other computer resources in an appropriate manner will lose computer use privileges at school. Further disciplinary action will be determined by the School Administration.
2. Disciplinary or legal action may be taken by the school and/or other interested parties.

Legal issues:

Laws governing computer use currently exist in Pennsylvania. Violations of the above policies may constitute a criminal offense punishable under Pennsylvania or United States Federal law. As an example, under Pennsylvania law, “. . . it is a felony punishable by fine up to \$15,000 and imprisonment up to seven years for any person to access, alter, or damage any computer system, network, software, database, or any part thereof, with the intent to interrupt the normal functioning of an organization (18 Pa. C.C. 3933)(a)(1) . . . Disclosing a password to a computer system, network, etc. knowingly and without authorization, is a misdemeanor punishable by a fine of up to \$10,000 and imprisonment of up to five years, as is intentional and unauthorized access to a computer, interference with the operation of a computer or network, or alteration of computer software (18 Pa. C.S. 3933)(a)(2) and (3) . . .”

St. Columba Catholic School Student Internet User Agreement Form 2014-2015

STUDENT - I have read, understand, and agree to abide by the *Saint Columba Catholic School Student Internet User Agreement* provided to me by St. Columba School. I understand that any violation of the regulations included in this document is unacceptable and may constitute a criminal offense. Should I commit any violation of the policies contained therein my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action may be warranted.

Print Student Name: _____

Student Signature: _____

Date: _____ Grade: _____

PARENT OR LEGAL GUARDIAN - As the parent or legal guardian of the above named student, I have read, understand, and agree to abide by the *Saint Columba Catholic Student Internet User Agreement*. I understand that access to the Internet is designed for educational purposes only. However, I also recognize it is impossible for St. Columba School to restrict access to all controversial materials. I agree not to hold St. Columba School liable for the materials, which students may acquire on the Internet that was not authorized, not approved, or unknown to school personnel. I hereby give permission for my child to use the Internet for educational purposes only.

Print Name: _____

Signature: _____

Date: _____

Only this agreement form is to be returned.

The document is to be retained by the student and his/her parents.

Appendix J



St. Columba School Photo Consent and Waiver Web Page/Newspaper/Video/School Displays/Yearbook 2014 – 2015

Student name: _____ Grade: _____

St. Columba School personnel often document school activities through photographs, videotapes, and other digital recordings. The local community newspaper and/or Diocese of Harrisburg may also be invited to record images of students. Please respond to the following by checking **YES** or **NO** and by signing below.

I hereby agree on behalf of the above named to waive any claims against this school and the Diocese of Harrisburg (and any diocesan or school officers, agents or employees) which may arise from the use of photos/videotaping/digital recording of St. Columba School students in the situations described below. If you want to change any permission at any time, please contact the principal.

Please note that we cannot control others from taking pictures or videotaping during school sponsored functions.

I give St. Columba School permission for all situations checked “yes” below:

Yes	No	Please mark Yes or No for each item – Thank You.
<input type="checkbox"/>	<input type="checkbox"/>	Display my child’s picture for educational purposes within the school including classroom and hallways with name attached .
<input type="checkbox"/>	<input type="checkbox"/>	Include my child’s picture (no names) on recruitment brochures or posters.
<input type="checkbox"/>	<input type="checkbox"/>	Post images of my child on the St. Columba School website (no names), including photographs and/or video tapes.
<input type="checkbox"/>	<input type="checkbox"/>	Post images of my child in the local newspaper and/or diocesan publications with his/her name .
<input type="checkbox"/>	<input type="checkbox"/>	Videotape (no names) activities that include my child for sharing within the school only.
<input type="checkbox"/>	<input type="checkbox"/>	Photograph for school projects to be displayed in school and/or sent home(with his/her name).
<input type="checkbox"/>	<input type="checkbox"/>	Display images of my child in the yearbook with his/her name .

My signature below certifies that I am the Parent/Legal Guardian of the above named student and that I grant full and complete consent to the terms and conditions stated on this form

Print Parent/Guardian Name: _____ Date: _____

Parent/Guardian Signature: _____

Saint Columba Catholic School

STUDENT PLANNED ABSENCE OR EARLY DISMISSAL
FAMILY REQUEST FORM

This form must be completed by the student’s parent or guardian and submitted to the principal’s office at least 2 days prior to any absence or early dismissal that is non-emergency or non-medical/dental related.

The student must submit evidence of the educational value of the trip to the classroom teacher within one week of return to school.

Please print or type the information below.

Student’s Name: _____ Grade _____

Parent or Guardian Name: _____

Address: _____

Telephone: _____ E-mail: _____

Brief description of trip including location and educational value

Describe how the student will demonstrate what he/she learned. (Examples: trip log, power point presentation)

Date(s) of trip: _____

Signature of Parent or Guardian Date

FOR SCHOOL USE ONLY:

Principal’s Decision: ____ Approved ____ Not Approved

Principal’s Signature Date

ST. COLUMBA SCHOOL
40 East Third Street
Bloomsburg, PA 17815

ELECTRONIC COMMUNICATION

St. Columba School uses electronic communication whenever possible. This allows us to conserve paper and postage. We welcome your participation in this type of communication. However, we will continue to issue paper correspondence to families that do not have e-mail access.

Each family may submit up to two email addresses to Mr. Drumm at scscomputerlab1954@saintcolumbaschool.org.

If your email address has changed, you need to email the new address to Mr. Drumm. Be sure to print your LAST NAME in the SUBJECT LINE to avoid your email being sent to the Junk/Spam mail folder.

Please check with your Internet Service Provider to let them know that we are not SPAM mail (saintcolumbaschool.org). Also, please add us to your email contact list. If you have any questions or concerns, please contact Mr. Drumm.

If you do not have access to the internet and/or an email account, please complete and return the form below immediately to receive paper copies of the correspondence from the school office.

.....

I (We) Do NOT have access to the internet nor do we have an email address.

Parent/Guardian
Name(s): _____

Student(s) &
Grade(s): _____

Saint Columba School
Locker Usage Disclosure

You will be provided with a locker which is to be used for the storage of books and school related materials. Should you agree to use the school locker assigned, you will be subject to the following:

For the safety and welfare of you, the student, ownership of the locker is maintained by St. Columba School and you are granted limited use of the locker solely in accordance with school policy. As such, you shall have no expectation of privacy in your locker. The school is not responsible for items lost or stolen from the lockers.

You are encouraged to keep your assigned locker closed. Students may not use locks on the lockers. No student may use a locker as a depository for a substance or object which is prohibited by law or school regulations, or which constitutes a threat to health, safety, or welfare of the occupants of St. Columba School.

Lockers remain the property of the school and will be inspected periodically to ensure that they are being properly cared for and that all contents are in no way harmful to the owner, other students, or the school building.

Congestion in the halls during class change requires that students not go to their lockers after each class. Students are advised to use their lockers in the morning, before and after lunch, at the discretion of their classroom teacher, and at dismissal time.

You and your parent/ guardian are required to sign this waiver in order to have a use of a school locker.

Locker Waiver

We have read the locker usage policy as stated above and agree to abide by this policy.