



ST. COLUMBAN SCHOOL

Parent Student Handbook 2019-2020



founded in 1956 by the Religious Sisters of Charity

Updated August 2019

[Return to index](#)

Motto

It is a firm belief that Jesus Christ lives and walks on our school campus. With this belief we keep our school motto “Caritas Christi Urget Nos: The Love of Christ Urges Us” in our hearts, minds, and on our lips.

Philosophy

St. Columban School shares in the ministry of St. Columban Parish and the educational mission of the Catholic Church. In response to the Gospel message, the school ensures that students have a strong Catholic Identity, are Civic-Minded Individuals, and are Self-Directed Learners.

We believe:

- Parents are the primary educators of their children and work in partnership with the school community.
- Children are gifts from God entrusted to our care and their faith formation is integral to all aspects of school life.
- Children are the future of the Catholic Church and society.
- Children need opportunities to practice their faith and participate in ministry.
- Children need a well-balanced and rigorous education which includes a wide range of academic disciplines including the arts, science and engineering.
- Each child needs a safe and supportive learning environment to become confident, collaborative and creative problem solvers.
- Each child needs support and encouragement to take initiative to reach out in service to their local and global community and be accepting of diversity.
- Education must evolve and be responsive to developing technologies and curricular practices to enable children to be college and career ready.

Mission Statement

The mission of St. Columban School is to provide a rigorous and well-balanced Catholic education, challenging students to be creative thinkers and problem solvers. Faithful to our Catholic tradition, students are guided to be active, Christ-centered members of the global community.

Schoolwide Learning Expectations

Strong Catholic Identity

- Models Christ-like behavior
- Demonstrates knowledge of the teachings of the Catholic Church
- Participates in liturgies, prayer, and sacraments
- Respects God's creation

Civic-Minded Individual

- Participates in local and global outreach efforts
- Practices responsible citizenship
- Practices decision making based on Catholic values
- Demonstrates knowledge of diverse cultural perspectives

Self-Directed Learner

- Formulates good questions and knows how to access and analyze information
- Communicates effectively
- Is creative, imaginative, and adaptable
- Takes initiative, is entrepreneurial, and works collaboratively

Teaching and Practice of the Catholic Faith

As a Catholic School, St. Columban School places emphasis on the teaching and practice of the Catholic faith. Therefore, all students regardless of their religious background and affiliation must participate in all religious instruction and activities of the school – with the exception of the reception of the sacraments for those who are not Catholic.

The primary purpose of St. Columban School is the education of young people in order to assist them in their academic, personal, and spiritual growth. Parents and guardians who enroll their children also understand that the school will remain faithful to the teachings of the Roman Catholic Church and will be steadfast in proclaiming them. While present on the school campus or at school functions off campus, every adult has the responsibility of appropriate conduct, in order to support the school's mission and provide positive models to our students.

Accreditation

St. Columban School is fully accredited by the Western Association of Schools and Colleges (WASC) and the Western Catholic Education Association (WCEA).

Administration, Faculty & Staff

The Bishop

The Bishop, the Chief Pastor of the Diocese, is officially responsible for all educational programs within the diocese. This responsibility extends beyond the spiritual formation of his people and includes all those elements which contribute to the development of the total Christian community. All school policies and practices must have the approval of the Bishop or those to whom he delegates this responsibility. As Chairman of the Diocesan Consultative School Board, the Bishop acts as the executive for all educational institutions within his jurisdiction.

Diocesan Office of Faith Formation

The Bishop, in his role as chief educator, delegates the everyday administration of the Catholic Schools in the Diocese to the Office of Faith Formation. The department is headed by the Superintendent of Catholic Schools who is the executive secretary of the Diocesan Consultative School Board.

Superintendent of Catholic Schools

As an appointee of the Bishop, the superintendent is responsible for reporting directly to the Bishop, or his delegate, and the Diocesan Consultative School Board all matters affecting the diocesan schools. S/he establishes a school department and oversees this department in the administration and supervision of Catholic education in the schools of the diocese.

Pastor

The pastor as head of the parish is responsible for all educational programs within the parish. As such and subject to Diocesan Catholic School policies, the pastor delegates the administration of the school to the principal. The pastor determines the policies of the school according to the needs of the parish, but always in harmony with the regulations of the Diocesan School Board.

Principal

In close collaboration with the pastor, the principal is delegated to oversee the day-to-day operations of the school. The principal is the immediate supervisor of the faculty and staff and is a member of the Consultative School Board. The principal is the educational leader within the school community and is responsible for maintaining and evaluating the academic and disciplinary programs of the school, providing for ongoing assessment of student needs and achievement, and oversee spiritual development and faith formation. The principal selects and acquires instructional materials for the school and provides for teacher training and in-service. Additionally, the principal presides over all faculty and parent meetings, administers the school budget, implements government programs, remedial, enrichment and extracurricular activities and represents the school at all principal meetings.

Faculty

Teachers form the heart and core of the educational experience at St. Columban School. They motivate students to follow the example of Christ, striving to teach the Christian virtues by personal example as well as by explicit instruction. They follow a prescribed curriculum in all subject areas and make intelligent use of supplementary materials and teaching aids. They conscientiously prepare for every class and analyze and interpret students' work and test results with a view to discovering opportunities for improvement. They provide for individual differences and cultivate students' work habits and study skills. Teachers improve their own teaching by means of professional reading, attendance at teachers' meetings and continuing education. Teachers also ensure that students are supervised at all times throughout the school day and observe the code of professional ethics of the Teaching Profession of the State of California.

Staff

Various staff members support the work of the teachers and the administration through their dedicated service to the school. They conduct themselves at all times according to the mission and philosophy of the school, in the spirit of the Gospel of Christ. Staff members receive their assignments from the administration of the school. They conduct themselves at all times according to the highest standards of professionalism and Christian courtesy, especially in dealing with parents and other visitors to the school.

Consultative School Board

The local consultative school board assists the pastor and principal in the areas of finances, development, marketing, long-range planning, fundraising as part of the long-range plan, public relations and other assigned areas. The board members are appointed by the principal and pastor, selecting members from the broader community of Garden Grove and surrounding communities with expertise in various areas who are committed to ensuring the stability and growth of the school.

Parent Guild

All school parents are automatically part of the parent guild and encouraged to be active in school events and projects. The Parent Guild is a consultative body which shall be established and continue or terminate operation at the discretion of the pastor and principal.

The Parent Guild Executive Committee promotes parental support for the school programs and activities. The support provided includes, but is not limited to:

- Organizing community building activities
- Overseeing fundraising for specific projects
- Promoting the school in the community
- Promoting parent involvement in service and activities

Admissions

All students take an academic placement test for grades K to 8. The applicant student must demonstrate that he/she is developmentally ready as determined by data compiled as a result of readiness screening. Students will be accepted after completion of the application based on available space, placement tests, interviews, most recent grade report for students transferring, and timely completion of registration requirements and the following criteria:

Preschool: Applicants must be a minimum of two and a half years old by September 1st and fully potty trained before starting school. Applicants must also complete all registration requirements including health screening and immunizations. If space is available, students can be admitted mid-year at the discretion of the principal and the preschool director.

Transitional Kindergarten: Applicants must be four years of age by September 1st of the academic year for which he/she is seeking admission.

Kindergarten: Applicants must be five years of age by September 1st of the academic year for which he/she is seeking admission.

Non-Discrimination Policy

St. Columban School, in the Diocese of Orange, mindful of its mission to be witness to the love of Christ for all, admits students of any race, color, and national and/or ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students at this school. St. Columban School does not discriminate based on race, color, and national and/or ethnic origin in the administration or educational policies and practices. Likewise, St. Columban School does not discriminate against any applicant for employment based on sex, age, handicap, race, color and/or national origin.

School Day Schedule

7:00 am - 7:35 am: Morning Extended Daycare
7:35 am: School gates open
7:55 am: School begins
10:00 am - 10:15 am: Morning recess
11:45 am - 12:30 pm: Lunch
3:00 pm: Dismissal
3:00 pm - 6:00 pm: After school care available

Students who arrive before 7:35 am must check in at Extended Day Care. St. Columban School **does not** assume responsibility or liability for students who arrive on the school campus before 7:00 am or remain on the school campus after 3:00 pm (12:00 pm on early dismissal days), unless they are participating in a scheduled supervised activity or in EDP. "Participant" is defined as a child who is officially enrolled in such an activity. The school expects that any non-participants be supervised by their own parents. Unsupervised students on the grounds after school is dismissed will be escorted to extended daycare.

NOTE– Preschool children must be signed in and out at the door of their classroom by a parent or guardian.

Wednesdays are early dismissal at 2:15 pm for faculty meetings and professional development.

Fridays are formal uniform days. All classes attend 8:30 am Mass.

Minimum Days

The first Friday of the month is scheduled as a minimum day. There are also a few other minimum days during the school year. Please check your calendar and plan ahead for these days. Students are dismissed at 12:00 pm on minimum days.

Early Pick Up of Student

Those parents requiring the release of their child during regular school hours must sign a release ledger, which is kept in the school office. The child will then be called to the front office. Parents are not permitted to enter the school hallway or classroom when picking up a student for early dismissal. Prior notification to the teacher of early dismissals is greatly appreciated.

Health Screening and Immunizations

California law requires specific health screening procedures for all children entering school for the first time. No child may be admitted to school unless he or she has been immunized against diphtheria, pertussis (whooping cough), tetanus, polio, measles, dtap booster and hepatitis (grade 7). This also includes a TB test. Proper evidence of compliance is the completed **REPORT OF HEALTH EXAMINATION FOR SCHOOL ENTRY** prior to first grade. **Parents are responsible for updating all student health issues and emergency numbers each school year in the FACTS Family Online system.** The information from FACTS Family Online is used as the source for the student emergency card to notify parents in case of emergency or injury. **If the information on this card changes, parents must notify the front office immediately.**

[Return to index](#)

Registration

Registration forms must be completed online through FACTS Family Online before admissions is final. This applies to re-registration also. All required registration fees must also be submitted and are non-refundable. If you need help with these forms please contact the school office.

The completion of any given year at St. Columban School does not automatically imply acceptance for the following year. The re-registration process must be completed, and the school reserves the right not to permit a student to re-register if it feels that St. Columban School is not the right fit for that particular student. **To re-register you must be current in your tuition payments.**

Attendance

Daily Absence

Attendance is recorded daily and input into the school's computer database. As per diocesan policy medical and dental appointments are counted as absences. Appointments should be scheduled whenever possible outside of school hours. The school reserves the right to request a doctor's note to verify extended illness. In addition, parents are required to fill out an [absence form](#) either online, or through the school app by 9:00am each day of a child's absence.

Absence (Long Term)

Though long term absences are generally not in a student's best interest we do understand that certain family situation and family emergencies may require a student to be absent. If a parent determines that a long term absence is unavoidable please discuss the absence with the principal and notify the child's teacher at least two weeks in advance. Generally, advanced assignments will not be given and all assignments, tests etc. will have to be made up upon the student's return.

Tardiness

It is very important for the integrity of the academic environment that all children are present when the school day begins. We ask the parents to take the lead in assuring the students arrive on time. Students arriving more than 5 minutes after the first bell are considered tardy and must check in at the office for a tardy slip. The record of pupil tardiness and absence is kept on permanent record. If a pattern of absences or tardiness develops, students may be reported as truant. Generally speaking, more than 10 tardies in any given trimester is cause for concern and a parent conference may be required.

Excessive absences or tardiness may result in non-promotion. A reduction in grade based on the fact that the student was not present at school during the course of a lesson or part of a lesson, or discontinuation of enrollment.

Truancy

A student who is absent from school without a valid excuse more than three consecutive days or is tardy in excess of 30 minutes on each of ten days or more during a trimester is truant and can be reported to the attendance officer of the local public school district.

Absence from School Premises

At no time during the school day are pupils allowed to leave the school grounds, even during recess or lunch. A child who re-enters school the same day must be signed in at the office. The school assumes no liability in cases where students leave the premises in violation of the above policy.

Discontinuation Notice - If a child is to be withdrawn during the school year, parents must meet with the principal. At the principal's discretion the tuition balance will be prorated based on the date of withdrawal.

[Return to index](#)

Tuition Payments

Tuition payments are made as an automatic withdrawal from a checking or savings account through the FACTS Tuition Management Company. The tuition is an annual fee that may be paid in full, by semester, or in 10 installments. Failure to keep tuition payments current can result in students being excluded from school until tuition is brought to current.

The St. Columban School tuition is an annual tuition rate that covers school days from August 27, 2019 through June 12, 2020. Parents must pay the full tuition rate for days attended as well as any days of absence. The tuition rate will be prorated for students who start mid year based on the number of remaining school days on the school calendar.

Volunteer Service Hours (HOPE hours)

The purpose of volunteer service hours (HOPE hours) is to elicit parental assistance and support in the activities and programs of the school. Every school year we ask our St. Columban School families to fulfill 50 volunteer service hours. Please note a minimum of 5 hours per family must be completed at the parish festival because the school directly benefits from this parish event.

Parents who enroll their child at St. Columban School commit themselves to becoming active and participating members of the school community. Volunteer service hours (HOPE hours) benefits the children, the parents, and the school by keeping costs down and bringing everyone together within a Christian community. One service hour is equivalent to \$10 dollars. Families commit to 50 hours of service or pay \$500.00. We understand that we all have different gifts and whether you give of your time or make a financial contribution by paying for your hours the whole school community benefits.

Volunteer service hours (HOPE hours) are recorded by the parent on the volunteer hour log and must be signed by the supervisor/teacher in charge of the event. Logs are turned in at the end of each trimester. Volunteer hour logs are available in the front office of the school and a copy will also be included in the Back to School night packet. The date, function participated in, and hours worked and verification signature must be recorded in order for credit to be given. From time to time requests for donations of specific items may be made. When a teacher or the office requests specific items if you make a donation the value of the item may be recorded on your volunteer hour log.

These are some of the ways parents can earn volunteer hours:

- ❖ Morning drop-off car line
- ❖ Afternoon pick-up
- ❖ Lunch duty
- ❖ Pizza Fridays
- ❖ Volunteer in classroom
- ❖ Field trip chaperones
- ❖ Sports - coaching, driving, team parent
- ❖ Assisting with special school functions

[Return to index](#)

Scrip Program

Scrip is an opportunity for you to earn credit towards your tuition. When you purchase scrip, you are purchasing gift certificates/cards that are used just like cash. A percentage of your purchase will be credited to your tuition balance. To use this program, you will need to set up a ShopwithScrip and Presto Pay account. The procedure to open your accounts can be found on the parents tab on the school website. The school may revise or cancel the scrip program at anytime.

Student Learning Assessment Achievement Codes

Student Learning Assessments are distributed to pupils every trimester.

Achievement Code: *The following marks are used to evaluate bold subject areas, responsible behavior and academic processing skills.*

Transitional Kindergarten and Kindergarten

S: Satisfactory
E: Emerging

Grades 1 and 2

O: Outstanding
S: Satisfactory
E: Emerging

Grades 3-8

A = 95-100	C = 73-76
A- = 90-94	C- = 70-72
B+ = 87-89	D+ = 67-69
B = 83-86	D = 63-66
B- = 80-82	D- = 60-62
C+ = 77-79	F = 59 and below

Grade to Point Conversion

A = 4.0	C = 2.0
A- = 3.67	C- = 1.67
B+ = 3.33	D+ = 1.33
B = 3.0	D = 1.0
B- = 2.67	D- = 0.67
C+ = 2.33	F = 0

Comment Code: *The following marks are used to evaluate the skill areas in each subject.*

+: Indicates an area of strength
N: Indicates an area that requires improvement
No mark given: Grade level standards are met.

Achievement Level: *The level at which a student is working to achieve grade level standards.*

Level 1: Working at a lower level on grade level standards
Level 2: Working at a higher level on grade level standards
No mark given: The student is meeting the grade level standards for this area.

Progress Reports

Parents are encouraged to monitor student grades on a regular basis through FACTS Family Online. At any time you wish, you may print a report of the grades from FACTS Family Online.

[Return to index](#)

Awards

Trimester Awards

Grades TK - 8

Caritas Award: The Caritas Award is presented to one or two students in each grade (TK - 8) for each trimester. It is given for Christlike behavior demonstrated toward fellow students, faculty and staff in the classroom and on the playground.

Grades 3 - 8 Honor Roll

First Honors - Students with a grade point average of 3.8 or higher

Honor Roll - Students with a grade point average of 3.5 - 3.79

Students may not have a grade lower than a “C” in any subject or a “B” in Responsible Behavior and Personal Success Skills.

Grades 4 - 8

Subject Area Awards: Subject Area Award is given to a student who distinguishes him/herself in that subject area

Students may not have a grade lower than a “B” in Responsible Behavior and Personal Success Skills.

End of the Year Awards

Grades TK - 8

Mary Aikenhead Award: Chosen from the students who received the Caritas Award during the year these students exemplify the charism of the Sisters of Charity , who founded our school, and our motto “The Love of Christ urges us”

Grades 3 - 8

Principal’s Honor Roll: Students who have been on First Honors all three trimesters will receive recognition as being on Principal’s Honor Roll.

Grades 4 - 8

Subject Area Excellence: Subject Area Award is given to a student who distinguishes him/herself in that subject area

Students may not have a grade lower than a “C” in any subject or a “B” in Responsible Behavior and Personal Success Skills.

FACTS Family Online

Parents can track their child's progress through the online program FACTS Family Online. Please check your student's progress on a regular basis and contact the teacher if you have any questions or concerns. Parents are asked to allow teachers a minimum of two weeks to grade and input any assigned major projects.

Homework

Teachers assign homework on school days:

Grades 7 & 8 1.5 hrs - 2 hrs.

Grades 5 & 6 1hr. - 1.5 hrs.

Grades 3 & 4 45 min.- 1 hr.

Grades 1 & 2 30-45 minutes

Grades TK-K 15-30 minutes

Homework is assigned to reinforce material already taught or to explore new ideas. Assignments are geared to the child's ability and students are expected to accomplish only what they can during the allotted time. If a child has spent the maximum time and has not completed the assignments, the parent should communicate this to the teacher by indicating it on the top of the paper, through email or phone call.

If a student is absent, or leaves early they are responsible for all missed classwork/homework. In the case of a multi-day absence for a serious illness or family emergency the parents may request books or assignments not online by calling the school office before 10:30 am. This is in order to give the teachers and the office personnel sufficient time to gather the assignments.

Retention

The administration, faculty and staff strive for all students to be successful. When a student is experiencing difficulty in mastering the basic skills of a grade level and the teacher, after consultation with parents and principal, feels it is in the best interest of the student, to retain that student the following procedure will be utilized:

- ❖ Consultation between teacher and parent during the first trimester indicating a concern with the student's progress.
- ❖ Conference between teacher, parents and principal and any designated school support personnel no later than the end of the second trimester advising parents of the possibility of retention and the development of a plan of action designed to meet the student's identified needs.
- ❖ Subsequent follow-up parent-teacher conferences indicating student progress.
- ❖ A final decision regarding subsequent grade placement will be made in consultation with the principal and discussed with the parents during the third trimester.
- ❖ This decision will be noted on the cumulative record and if the parents refuse, their refusal will be noted.

This policy, however, must not in any way be understood as advocating automatic promotion. On the contrary, it should encourage parents and teachers to provide special assistance or to direct the student to an alternative program which is more realistically suited to the student's needs.

Parents who have concerns that lead them to consider asking for retention for their student should follow the same procedure. Early discussion and intervention with the classroom teacher, the principal and any school designated school support personnel is important.

[Return to index](#)

Promotion and Graduation Requirements

Students who satisfactorily complete the required work for a particular grade (in the basic skill areas) will be promoted to the next grade. Suspensions, detentions, excessive absenteeism or tardiness are grounds for great concern for continued enrollment.

In addition to satisfactory completion of coursework, every 7th and 8th grade student is required to complete 30 hours of service each year. A total of 10 hours is expected each trimester.

Graduation activities are considered a privilege and student's participation is allowed at the discretion of the principal. The primary reason a student would be excluded from these activities is a significant breach of the code of conduct. Diplomas are awarded to students who maintain a GPA of 1.0 or better. All tuition and fees must be paid in full by May 20th. Unpaid bills can result in a student being unable to participate in graduation activities and in non-receipt of a diploma

Student Records

Inspection of Student Records

The Family Education Rights and Privacy Act of 1974 states that the parent or legal guardian has the "right to inspect and review any and all official records, files, and data directly related to their children upon request. This is normally done in the presence of a school administrator after the presentation of a written note and signing a diocesan form. The records should normally be available for inspection within 48 hours of the request, unless the one requesting to see the records consents to a delay. The parent may request copies of any part of the record, although a reasonable fee will be charged for their duplication.

With a few exceptions, no individuals or organizations but the parent, student and school personnel working directly with the student are allowed to have access to information in the student record without the specific, informed, written consent of the parent.

Record Transfer

The transfer of student's records will be processed upon receipt of a formal written request from the receiving school's office. The written request will be kept on file in the school office. Eighth graders' records are sent to the high school each student is attending. Please do not call the school office or come in for records – these will be available for your review at the school to which your child has transferred.

Textbook Responsibility

Textbooks, workbooks and e-textbooks are loaned to each student at the beginning of each school year and each student assumes responsibility for his/her texts. Prior to the end of the school year, teachers check all texts. In the event that any texts are lost or damaged above and beyond normal wear, the student will be asked to pay for part or all of the text(s) in question.

Parent/School Relations

Parent Responsibility in Liturgy

All parents who have their children in St. Columban School must realize that having them in a Catholic school is only part of fulfilling their role as parents. Encouraging their children to love and practice their faith is of the utmost importance. Parents must be involved in the spiritual life of their children and must model the faith for their children. There is no greater opportunity for parent-directed religious education than the presence of the entire family at Saturday evening or Sunday Mass every week. It is essential that parents, as the primary religious educators of their children, cooperate with the school and consistently attend weekly Mass, thus following through with this most serious obligation. Parents are reminded that there could hardly be a more undermining influence on the faith of their children and in what the school is trying to accomplish in that regard than the deliberate failure to keep holy the Lord's Day by celebrating the Eucharist, which the Second Vatican Council called "the source and summit of our faith."

For those families in our community from other faith traditions we also encourage you to be active role models and participate regularly in your own worship activities with your students to help provide them with a strong spiritual foundation.

Maintaining Proper Lines of Communication

It is by effective communication between the home and school that students receive the finest education. The faculty and administration are open to receiving suggestions and constructive criticism from parents.

Questions and grievances can be most satisfactorily handled if they are processed through the proper channels. **Always remember that, barring any extenuating circumstances, you will be redirected to speak to the responsible individual first.**

- ❖ The teacher and parent are to be in direct communication regarding student performance, the classroom program and other duties specifically pertinent to classroom instruction.
- ❖ If any time, you do not understand or agree with a school policy or regulation, please contact your child's teacher. Classroom related concerns should be brought directly to the teacher by appointment in matters pertaining to classroom activities and overall school matters.
- ❖ If after meeting with the teacher a solution has not been reached, then the parent, teacher and principal will meet to discuss the matter. A meeting time that is convenient to all parties will be scheduled through the office.
- ❖ It is essential that a child take responsibility for grades he or she has earned and for homework, long-term assignment, major tests, service projects and any other assignments. This responsibility also extends to times of absence.
- ❖ The principal does maintain an open door policy and strives to be available if you need to talk. Feel free to stop by and if it is not a good time the office will help you set an appointment. Just remember for academic or classroom concerns please start by talking with your child's teacher.
- ❖ The school chaplain is also available by appointment.

Code of Christian Conduct Covering Students, Parents and Guardians (Diocesan Administrative Handbook for Catholic Schools Section 4300)

The students' interest in receiving a quality, morally based education can be served if students, parents, and school officials work together. Normally, differences between these individuals can be resolved. In some rare instances, however, the school may find it necessary, in its discretion, to require parents/guardians to withdraw their child.

It shall be an express condition of enrollment that students behave in a manner, both on and off campus, which is consistent with the Christian principles of the school. These principles include, but are not limited to, any policies, principles or procedures set forth in any student/parent handbook of the school.

[Return to index](#)

It shall be an express condition of enrollment that the parents/guardians of a student shall also conform themselves to the standards of conduct that are consistent with the Christian principles of the school, as determined by the school in its discretion. These principles include, but are not limited to, any policies, principles or procedures set forth in the student /parent handbook of the school.

These Christian principles further include, but are not limited to, the following:

- ❖ Parents/guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the academic, moral and behavioral expectations of the school.
- ❖ Students and parents/guardians may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor driven, disruptive, threatening, hostile or divisive.
- ❖ These expectations for the students and parent/guardians include, but are not limited to, all school-sponsored programs and events. (e.g., extended care, athletics, field trips, etc.).
- ❖ The school reserves the right to determine, in its discretion, which actions fall short of meeting the Christian principles of the school. Failure to follow these principles will normally result in a verbal or written warning to the students and/or parent/guardian and normally will first result in disciplinary action short of a requirement to withdraw from the school (e.g. suspension of student or suspension of parent/guardian's privilege to come on the campus grounds and/or participate in parish/school activities, volunteer work, etc.)
- ❖ The school reserves the right to determine, in its discretion, when conduct is of such a severe nature as to warrant immediate action without a warning and/or without an intermediate step short of withdrawal.

Abuse of Teachers, Administration and School Staff

Any parent, guardian, or other person who insults or abuses any teacher or school staff in the presence of other school personnel or students and at a place which is on school premises or public sidewalks, streets, or other public ways adjacent to school premises or at some other place if the teacher is required to be at such other place in connection with assigned school activities is guilty of a misdemeanor, and may be punishable by a fine (E.C. 44811-2). Any assault, battery, or threat of force or violence directed toward a teacher or staff member of St. Columban School by any parent, guardian or other person is grounds for immediate expulsion of that parent or guardian's child(ren) (E.D. 1356). A report will be filed with the local law enforcement agency.

Adult Dress Attire on Campus

Parents and guardians are asked to exercise appropriate dress standards when on the school campus. The school requires the same standard of dress for adults on campus that is requested of students.

Policy Against Sexual Harassment

Harassment occurs when an individual is subjected to treatment in a school environment which is hostile, offensive or intimidating because of the individual's race, creed, color, national origin, physical ability, gender, or religion. St. Columban School confirms the dignity of each person. It is our policy to provide an education environment in which everyone is treated with respect. It is the responsibility of the students, administrators, teachers, parents, staff, aides and/or volunteers to conduct themselves in a manner which contributes to a positive school environment. Therefore, any form of harassment, whether sexual, verbal, written, physical, visual, or environmental is strictly forbidden. Any person who violates this policy will be subject to disciplinary action, up to and including suspension, expulsion or termination.

Safe Environment

All parents and family members who wish to work with the students in any capacity are required to be fingerprinted through the Diocese of Orange. NO EXCEPTION TO THIS POLICY CAN BE MADE. In addition, each adult must have completed "Safe Environment Training." This safety program is offered at orange.cmgconnect.org. A certificate of completion is issued at the end of the training. The certificate must be brought to the school office as proof of training. These two requirements are mandated by the Diocese of Orange and are required of parents and/or family members who wish to work with students or participate in study trips and school-sponsored activities with students.

[Return to index](#)

Smoking and Alcohol

St. Columban School is a smoke-free campus. No one, including parents, faculty, staff and students may smoke anywhere on campus or at any school-sponsored event. In general, alcohol is not served at school-sponsored events when children are present.

Child Abuse Reporting Obligations

In accordance with diocesan policy and California law, school staff is obligated under penalty of fine and jail term to report the reasonable suspicion of physical abuse, emotional abuse, emotional deprivation, physical neglect, inadequate supervision, or sexual abuse and exploitation. In this very serious and legally narrow area, the school will not contact parents in advance or make a report to legal authorities, which would be the procedure followed in most other legal matters. The clear intent of the law, based on the seriousness of the crimes listed above, is to mandate that a report of reasonable suspicion of abuse be made. School staff will make such reports in the best interests of the affected child and do not, once reasonable suspicion is established, have any legal alternative except to make the report the proper authorities for their investigation and review.

Closed Campus

In order to keep students in a supervised, safe and orderly environment St. Columban School is a closed campus. Students shall not leave the grounds at any time during the day without parent written permission. Anyone visiting the school or delivering items must sign in through the office and obtain a visitor's badge. Upon leaving the campus, please sign out and return the badge to the front office.

Student Health

Medication and Student Illness

When it is necessary for a child to take medicine during school hours, the following directives should be followed as required by our state. A [diocesan authorized health care provider permission to administer medication form](#) signed and filled out by a doctor. Any medication that is required must be provided to the office.

Medication will be dispensed by office personnel only. Students may not carry any medications at any time. All medication must remain in the office. All prescription medication must have a medication form completed by a physician. All non-prescription medicine must have a medication form completed by the parent/guardian.

Your child must be without fever or vomiting without the assistance of medication for twenty-four hours (1 full school day) before returning to school. Even if your child does not show any of these symptoms but feels "under the weather", it might be wise to keep him or her home.

Child's Illness While at School

If a child becomes ill or injured while at school, the parent or names listed on the emergency card will be contacted. Please understand we do not have the ability to monitor or care for sick children in the school office so we ask that you pick them up in a timely fashion when they fall ill during the day.

If an emergency arises and no one can be reached off the emergency card, the school will contact medical personnel. Emergency cards must be filled out by the parent/guardian at the beginning of the year and kept up-to-date by the parent. It is imperative that two people living within 20 minutes of the school who are available to come to school be listed on the emergency form. Older siblings, 18 years old, must also be listed in order to pick up during the school day. Provisional exceptions may be made in special circumstances upon permission of the parents. **Children are released only to those listed on the emergency form with a valid ID.** Please be aware this also relates to any emergency situation that may develop. **No child may go home with another family or adult unless the individual is listed on the emergency card and presents a valid ID.**

[Return to index](#)

Allergies

Parents must report student allergies to the office and indicate them on their child's emergency cards. St. Columban School will try and take all precautions necessary to honor these requests, but cannot be held responsible if the child comes in contact with an allergen unexpectedly. Please make sure that the proper medications and procedures are available with the office if your child experiences an allergic reaction during school hours.

Emergencies

Emergency Procedures

The school will practice fire drills, earthquake drills, and lockdown drills at various times throughout the year. These practice drills dates are not released so that both teachers and students have the opportunity to respond spontaneously and become comfortable with the safety routines. In the event of an actual ongoing emergency like an earthquake, during school hours, students will be kept under the school's supervision until called for their parent or other parent-designated adult. Parents will report to the reunion gate or a designated location where they will sign out their student and the student will be brought to them. The reunion point will be clearly posted at the time of the emergency and the grounds will be kept locked except at that access point.

NO CHILD WILL BE ALLOWED TO LEAVE WITH ANOTHER PERSON, EVEN A RELATIVE OR BABYSITTER, UNLESS THAT PERSON'S NAME IS LISTED ON THE EMERGENCY RELEASE FORM AND THEY HAVE A VALID ID. NO EXCEPTIONS to this policy will be made. St. Columban School utilizes the Mail Chimp program in the case of an emergency where parent notification is needed. All parent contact information, including work phone numbers and cell numbers must be kept current.

Parent Notification:

We have two systems in place to reach you in case of an emergency.

1. The school subscribes to [Facts Family Online](#) which is used to send emails.
 - If your email address changes it is very important that you notify the school and update your information.
2. You can also sign up for our school app which is used to send notifications to your mobile device.
 - About half of the families are currently enrolled in our app which is an opt in system. I would encourage all families to enroll. PLEASE note our app is also used for non-emergency purposes to keep you up to date on school events.
 - To sign up just download the St. Columban school app from your app store and enable push notifications

General Protocols:

- As a rule of thumb if you hear on the news of a closure in the Garden Grove School District schools and [Ralston Intermediate School](#) is listed as closed St Columban's School will also be closed. Ralston is the closest Garden Grove Unified School to St. Columban.
- If you have dropped your students off and are then notified school is closed it is very important that you return to pick up your student immediately.
- In the case of other kinds of emergencies similar procedures will be followed.

Situational Safety Procedures:

There are two levels of situational procedures:

Shelter in place is used as a precautionary measure when there is no imminent threat but perhaps there is a need for caution or police activity in the general area.

- In a shelter in place situation students will be kept indoors and the outside gates will be locked if needed until the situation is resolved .

A full lockdown is initiated if there is an imminent threat or police activity immediately adjacent to the campus. This will usually be initiated through contact from city emergency services.

- In a full lockdown students will be kept in their classrooms and be seated on the floor and out of line of sight.
- All people on campus will remain on campus and no one will be allowed to enter or leave until it is safe.
- In the case of a full lockdown if an evacuation is needed the students will be escorted to leave via the safest route to a reunion gate which will be clearly marked.
- Please understand that everyone, including parents, will have to provide valid id and sign out the children at the reunion gate. Also, please note can only release students to their parents and those you have designated on your emergency contacts. This is standard protocol for the safety of students.

Extended Daycare Program

To meet the needs of those families whose work schedule conflicts with regular school hours we provide before and after school care. Before school the program runs from 7:00 am to 7:35 am. After school the program begins 10 minutes after dismissal and runs until 6:00 pm. EDP fees are based on the number of children per family and the number of days a child(ren) in the family attends EDP. The statements are distributed monthly and the charges are then added to your FACTS account. EDP closes at 6:00 pm. **There is a \$1.00 per minute per child charge for any children remaining on the school campus after the close of EDP.**

For the safety of the students, anyone remaining on the school campus for more than 10 minutes after dismissal will be checked into extended daycare where they can be properly supervised. Students are only released to adults 18 years of age or older who are designated to pick up the student.

School Library

Students are encouraged to make use of the school's physical library and the eLibrary. Students are asked to abide by the following regulations.

- ❖ Books checked out are due two weeks after the check-out date. They may be renewed.
- ❖ Students are responsible for any book checked out in his/her name. The book should be returned in the same condition in which it was checked out. Books damaged beyond repair are to be replaced or paid for by the students. The same applies to lost books.
- ❖ Overdue slips are sent out to the students regularly; students are expected to come to the library and account for outstanding books. Fine for overdue books is \$1.00 per book per week.
- ❖ Physical reference books may be checked out for classroom use only. They may not be taken home. E-books will be available for reference at home.
- ❖ The use of the library is a privilege and the privilege may be denied to students who lack responsibility in the use of the library.

[Return to index](#)

Study/Field Trips

Every class will participate in at least one field trip each year. These trips are seen as an extension of the school curriculum and are designed to enhance the student's course of study. As such students who are unable to attend are expected to be in school and complete and alternate assignment. Students who do not attend a scheduled field trips and are not in school will be marked absent and expected to make up the work they were assigned.

St. Columban School values these experiences however in certain circumstances it may not be possible for a student to participate:

- ❖ Students who fail to submit a signed **Diocesan Field Trip Permission Form** will not be allowed to participate in the field trip. Telephone calls or notes will not be accepted in lieu of the proper form.
- ❖ While field trips are privileges afforded to students those who fail to meet academic or behavioral requirements may be denied participation and be given an alternative assignment.

Field trip expenses are not included as part of the instructional fee. During the course of the year, students may be asked to pay for all or part of the field trip fee.

Any adult who agrees to drive on class field trips must adhere to the following:

- ❖ The driver must be over 21 years of age (preferably over 25).
- ❖ Driver must be fingerprinted and have completed Safe Environment Training.
- ❖ Drivers must have a copy of their valid driver's license on file at the school office.
- ❖ Proof of driver's insurance on file at the school office.
- ❖ Drivers are to transport their designated groups directly to and from the destination. **No** side trips may be made with students in the vehicle.
- ❖ California seatbelt and car seat regulations must be adhered to.

Student Accident Insurance

The Student Accident Insurance Program is available for all students while attending school or school-sponsored activities or while being transported to and from school or any school-sponsored activity. Parent's insurance is the primary coverage and the Diocesan Insurance is secondary.

Telephone/Cell Phones

The telephone in the school office is NOT for the use of the students except in the case of an emergency. It must be kept open for school business. Forgotten books, homework, P.E. equipment/uniforms, lunch etc. DO NOT constitute reasons to call home. Students will not be allowed out of class to call home for previously listed reasons.

Cell phone use is not allowed during school hours. All cell phones will be confiscated if seen or heard between 7:55 am and 3:15 pm (unless the student has received permission from a teacher, administrator or staff member to use them). Cell phones may not be used in extended daycare. School personnel are NOT responsible for any lost, stolen or damaged phones.

Birthdays

If you choose, your child may celebrate his/her birthday at school. You child may bring a small healthy snack or treat to share with his/her class. Snacks/treats should be dropped off by recess. Please check with your child's teacher prior to bringing snacks/treats into the classroom.

[Return to index](#)

Lost and Found

All student items should be labeled. All sweaters, P.E. shirts/shorts, lunch boxes, book bags, must have the student's name and grade on some visible area. Valuable or precious items should not be brought to school without permission. This should be granted with great prudence as **the administration and faculty cannot be responsible for loss or theft that may occur.** Lost and found items will be donated at the end of each trimester.

Items Not Allowed on School Premises

Any item that represents a danger to the students including matches, lighters, firecrackers, fireworks, water pistols, knives of any kind, guns or weapons of any kind may not be brought on campus.

Electronic devices other than those items associated with the 1:1 program are not permitted on campus, unless a teacher or administrator has given specific permission. Items discovered on campus will be confiscated and held until the end of the school day. The 1:1 devices must only be used in the classrooms or under direct supervision.

At no time is gum permitted on campus. Also students are not allowed to bring lollipops because they present a safety hazard since children want to move around and play at recess with them.

Monsignor Murphy Tree of Life

Several years ago, bishops began encouraging schools and parishes to establish an endowment fund for Catholic education. It was at this time that the St. Columban Tree of Life was created. Our Tree of Life is located in the vestibule of St. Columban Church. Gold leaves represent \$500.00 donations on the Tree of Life and gold stones represent \$1,000.00 donations. A quarterly interest rate enables us to maintain a development fund. Donations are accepted at any time of the year and/or can be given as a gift in remembrance of others. For more information, contact the school office.

Student Lunch Delivery by Parents

Lunches are available for purchase through Choice Lunch. The company provides an oven to keep hot foods hot and refrigerated units to keep the cold foods cold. Their online menu makes it possible to order lunch the same day if for any reason the child is at school without a lunch. As such it will no longer be necessary for parents to bring their child(ren) lunch at noon. We would ask parents to refrain from purchasing fast food and bringing it in for their children. This creates a disparity for the students between those whose parents can do this and those whose parents can not. Any lunches that must be dropped off should be taken to the front office before 11:45. We strive as much as possible to create an environment that minimizes the distinction between students.

Morning Traffic Procedures (TK – 8)

It is extremely important that all drivers and their designees abide by the following rules in order to avoid accidents or traffic problems on the school grounds:

- ❖ Prior to the opening of the school gate at 7:35 am, parents must park and escort their students to morning daycare in the 8th grade classroom.
- ❖ Enter the school campus from Stanford Ave. and exit on Nelson St. only.
- ❖ Please do not exceed 3 MPH while driving on school grounds.
- ❖ Park only in designated areas and **DO NOT CROSS TRAFFIC LINES WHEN WALKING.**
- ❖ Students **MAY NOT be dropped off at any location other than through carline between 7:35 am and 7:55 am.**
- ❖ If you have business in the school, park in designated areas and walk in.
- ❖ **DO NOT PASS** the car in front of you; **WAIT** until traffic proceeds when leaving. **DO NOT BLOCK TRAFFIC.**
- ❖ Children **MUST** exit cars from the right, passenger's side, when being dropped off.
- ❖ Students are not to retrieve books, bags etc. from the rear of their vehicles.
- ❖ Students are to proceed to class lines.
- ❖ Please cooperate with teachers/staff on duty.
- ❖ **Please be patient, courteous and thoughtful at all times.**

Dismissal Procedures (TK - 8)

- ❖ When the school fence is opened by staff members, parking is allowed in the area.
- ❖ Please follow the directions of the teacher/staff member on duty.
- ❖ If you think you will be at school for a long time, please park outside of school gate so that you do not block the departure of other parents.
- ❖ **BACKING UP IS PROHIBITED AT ALL TIMES. Traffic flow is in one direction only.**
- ❖ Do not drive through cars to exit. Drive to the end of the row of parked cars. Once parked, take care when walking to student's classroom.
- ❖ Parents are to wait until five minutes before the final bell rings before going to the classroom doors. While waiting for the students to be dismissed parents are asked to stand away from the classroom door and windows.
- ❖ Students are dismissed from the back door of the classrooms only. **DO NOT USE HALLWAY** unless it's raining.
- ❖ Students must be picked up from their classroom within 10 minutes of the posted dismissal time by an adult 18 years of age or older who has prior permission to pick up. After 10 minutes students will be escorted to extended daycare.
- ❖ Parents/guardians must stay with children once they are dismissed from the classroom.
- ❖ Adults may not send other siblings, students or persons under 18 years of age to pick up students in classrooms.
- ❖ Students leaving school with adults not listed on the emergency card must have a note from the parent indicating permission.

Playground and Lunch Rules

Running is not allowed in the lunch table area, through the primary play equipment area, or on the blacktop unless you are playing a blacktop sport on a court.

- ❖ **Eat at the lunch tables.** No food or drinks should be carried around the yard.
- ❖ **Students are responsible for cleaning up their trash before leaving the lunch tables.**
- ❖ **Use all play equipment for the use it is intended. Balls are not to be bounce against school buildings.**
- ❖ Students are not allowed to have equipment or toys brought from home, cell phones, ipads or any other electronic devices on the playground.
- ❖ Balls may only be kicked during an organized game. Headers, sliders, and kicking balls high into the air, on purpose, is not allowed.
- ❖ **Wet grass will indicate blacktop play for all.**
- ❖ **No contact sports of any kind are permitted.** Keep your hands, feet and objects to yourself. Wrestling or tackling (with bodies or clothing) is not allowed.
- ❖ **Play only in your assigned area, unless given permission from a teacher on duty.**
- ❖ **Be responsible with your classroom's play equipment and your personal belongings.**
- ❖ Restrooms are not a meeting place during recess. Use your recess time wisely.
- ❖ Grades TK - 4 are not allowed to play any form of football other than throwing the football **back and forth**. Grades 5 - 8 are allowed to play football, only on the grass area.
- ❖ **Freeze Bells – Freeze your body and all play equipment when the bell rings** and remain frozen and QUIET until you are signaled to WALK to your line. Drinks or bathroom trips are **not** allowed after the freeze bell.

Primary Play Equipment Rules

- ❖ Use all the equipment safely and correctly.
- ❖ No running through the swing area.
- ❖ No equipment on the wood chip area near the play equipment.
- ❖ Slide down the slide feet first. No climbing UP the slide. Only one person on the slide at a time.
- ❖ Keep both hands on the equipment at all times.
- ❖ No jumping from equipment.

Student Conduct

A student enrolled at St. Columban School assumes personal responsibility for his/her conduct. We care about each child and are concerned that each will receive quality instruction in a secure and respectful environment. This is a Catholic school and we expect that each child, as a member of a Christian community, will respond to the obligation to be polite, considerate, respectful, and kind to one another. Students are taught to distinguish between appropriate and inappropriate behavior. The consequences for inappropriate behavior are clearly defined.

Behavioral Expectations

A Christian attitude, exemplified in the student's behavior, is expected at St. Columban School by showing respect for adults, for fellow students, and property- one's own as well as that of others. It is the responsibility of the student to/be:

- ❖ Show polite and courteous behavior at ALL times.
- ❖ Greet all priests, sisters, teachers, school personnel, and visitors respectfully.
- ❖ Respect their classmates' rights to learn and to work, and to respect their ideas and opinions.
- ❖ Students are expected to participate fully and appropriately during religious celebrations.

[Return to index](#)

- ❖ Students are required to follow uniform regulations and dress code policies at all times.
- ❖ Students will not be allowed out of class without permission from their teacher.
- ❖ Students are not allowed in a classroom without a **teacher or staff** supervision.
- ❖ Defacing of school property is strictly forbidden and may lead to suspension and restitution.
- ❖ Gum chewing is not permitted on the school or church grounds at any time.
- ❖ There should be no running inside the classrooms, bathrooms, hallways, etc.
- ❖ I pads as designated in the technology program are allowed at school but must only be used in a structured setting supervised by a teacher.
- ❖ No electronic devices should not be brought to school. If any such device is seen or heard on campus it will result in confiscation and held for the parents to pick up. Furthermore, St. Columban School, its teachers and staff members will not be held responsible for the destruction, loss or theft of any such item. Repeated offenses of this **policy will result in confiscation of the device for the remainder of the school year. The only devices allowed at school are those specifically designated by the teacher and administration as a part of the learning activities of the classroom such as the iPad used in our 1:1 program**
- ❖ Students may not open communication addressed to their parents.
- ❖ Avoid use of all profane and inappropriate language

School-wide Discipline Policy

Students in grades TK - 2 use a clip chart system and records daily behavior on a behavior chart.

Students in grades 3 - 8

- All students begin each week with 100 points
- Any student that ends the week below 60 points will receive a detention for the following week
- Students can have points deducted for any of the following reasons listed below:

Behavior	- 15 points
Missing Homework	-10 points
Uniform	-5 points
Parent Signature (Missing parent signatures on detentions, uniform infraction slips, behavior charts, or any form that requires a parent signature)	-5 points
iPad not fully charged	-5 points
Missing supplies/not ready for class	-5 points

Detention

Since it is a privilege to attend a Catholic School whose standards aim at excellence, detention after school hours is an acceptable disciplinary measure. Parents will be notified at least one day in advance if a student is to attend weekly detention. Repeated detentions may lead to more serious disciplinary measures. **In some instances detention may be assigned immediately for behavior that represents a serious violation of class or school rules.**

Detention is held on Thursdays:

Grade 3 - 3:15 pm to 3:45 pm (30 minutes)

Grades 4 through 8 - 3:15 pm to 4:00 pm (45 minutes)

[Return to index](#)

Suspension

In school /out of school suspension is an acceptable disciplinary measure. No student shall be suspended from school for more than one week at a time. In all cases, parents must be informed of this action and the reasons involved (EC 5147.2). Excessive violations of any school regulations may result in suspension. An immediate suspension may be given to any student, whom in any way intimidates or harasses another student or for any other reason deemed sufficiently serious by the administration. Students returning to school after a suspension must be accompanied by a parent, and go to the school office before being readmitted to class (sometimes a meeting with the administration and the signing of a contract is required). Any student suspended three times during the school year may be dismissed from St. Columban School.

Expulsion

Expulsion is an extreme but sometimes necessary disciplinary measure for the common good. The pastor and Superintendent of Schools are informed in such circumstances.

Grounds for expulsion/suspension include, but are not limited to, those specified below:

- ❖ Actions gravely detrimental to the moral or spiritual welfare of the school community.
- ❖ Continued willful disobedience.
- ❖ Use, sale or possession of narcotics or other hallucinogenic drugs or substances.
- ❖ Use, sale or possession or distribution of any alcohol, for beverage purposes on or near school premises.
- ❖ Smoking or having tobacco on school premises
- ❖ Willful cutting, defacing or otherwise injuring in any way any property, real or personal belonging to the school or others.
- ❖ Habitual truancy.
- ❖ Assault or battery, or any threat of force or violence directed towards any school personnel or student or their property.
- ❖ Theft.
- ❖ Habitual profanity/vulgarity, open and persistent defiance of the authority school personnel.
- ❖ When other means of correction fail to bring about proper conduct.
- ❖ Any activity on or off campus injurious to the good name and reputation of St. Columban School.
- ❖ Any other actions which, in the professional judgment of administration, are gravely detrimental to the moral, spiritual welfare or the physical safety of the local school community.

THE STATE EDUCATION CODE ON SUSPENSION & EXPULSION

EC 48903,48904, 48907: Continued willful disobedience, habitual profanity or vulgarity, open and persistent defiance of the authority of the school personnel, or assault or battery upon a student, upon school premises or while under the authority of school personnel, or continued abuse of school personnel, assault or battery upon school personnel, or any threat of force or violence directed toward school personnel, at any time or place shall constitute good cause for suspension or expulsion from school.

Harassment

Harassment Policy for Students in Catholic Schools:

St. Columban School is committed to provide a learning environment that is free from harassment in any form. Harassment of any student by any other student or adult will be taken seriously and will be reviewed and investigated in a prompt, confidential and thorough manner. A charge of harassment will not, in and of itself, create the presumption of wrongdoing. However, substantiated acts of harassment will result in disciplinary action, up to and including dismissal. Students found to have filed false or frivolous charges will also be subject to disciplinary action, up to and including dismissal.

Harassment occurs when an individual is subjected to treatment or a school environment that is hostile or intimidating because of the individual's race, creed, color, national origin, physical disability or sex. Harassment can occur any time during school or during school-related activities. It includes, but is not limited to, any or all of the following:

Verbal Harassment

Derogatory comments and jokes, or threatening words spoken to another person.

Physical Harassment

Unwanted physical touching, contact, assault, deliberate impeding or blocking movements, or any intimidating interference with normal work or movement.

Visual Harassment

Derogatory, demeaning or inflammatory posters, cartoons, written words, drawings, gestures, etc.

Sexual Harassment

Includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when any or all of the following occurs:

- ❖ Submission to such conduct is made either explicitly or implicitly a term of condition of a student's academic status or progress
- ❖ Submission to or rejection of such conduct by a student is used as the basis of academic decisions affecting the individual
- ❖ Such conduct has the purpose or effect of unreasonably interfering with an individual's academic performance or of creating an intimidating, hostile or offensive educational environment

Specific examples of sexual harassment include, but are not limited to:

- ❖ Making unsolicited sexual advances and propositions;
- ❖ Using sexually degrading words to describe an individual or an individual's body
- ❖ Displaying sexually suggestive objects or pictures;
- ❖ Telling inappropriate or sexually related jokes; and or
- ❖ Making reprisals, threats of reprisal or implied threats of reprisals following a negative response to sexual advances.

It is the student's responsibility to:

- ❖ Conduct him/herself in a manner that contributes to a positive school environment;
- ❖ Avoid any activity that may be considered discriminatory, intimidating, or harassing;
- ❖ Consider immediately informing anyone harassing him or her that the behavior is offensive and unwelcome;
- ❖ Report all incidents of discrimination or harassment to school personnel
- ❖ If informed he or she is perceived as engaging in discriminatory, intimidating, harassing or unwelcome conduct, to discontinue that conduct immediately.

[Return to index](#)

Internet and Technology Use Policies

PURPOSE

The Diocese of Orange Catholic Schools provides a network and an internet connection to

- ❖ support the mission of the Catholic Church
- ❖ promote educational excellence
- ❖ promote resource sharing
- ❖ promote innovative instruction
- ❖ promote communication
- ❖ prepare students to live and work in this century

Teachers, other members of the instructional staff, and administrators are authorized to use the network and internet connections for instruction, professional development, training, research and communications related to curriculum. Students are authorized to use the internet **only** for educational learning, research and communication.

The Acceptable Use Policy covers all areas relating to technology including, but not limited to, all hardware, software, data, communication lines and devices, terminals, printers, disk drive devices, flash drives, firmware, servers, desktop and laptop computers, handheld media devices, E-Readers, school websites, the internet, as well as local and wide area networks. Use of these devices during and after school must be (1) in support of education and research, (2) for school business, (3) in support of the mission of the Diocese of Orange Catholic Schools and St. Columban School and (4) in accordance with all state and federal regulations.

The informational technology system at each school facilitates the sharing of information with local communities including parishes, parents, stakeholders, students and the community at large. The technology system also provided the capability to communicate globally especially for educational global project based learning.

In addition, those students in grades participating in the 1:1 program must abide by the terms of the 1:1 handbook. Violation of any of the provisions described in this document will result in disciplinary action.

Uniforms

Philosophy of the Dress Code

St. Columban School believes that a student's appearance has an impact on his or her attitude and behavior at school. Respect for the school community, for the students themselves and for what the school is giving to the students is manifested by an attitude of "dressing up" for school. School uniforms serve several purposes including limiting distinctions based on dress. More importantly they are a tool by which, together, we can teach the students about proper grooming, specifically that in every situation in life it is important to understand what clothing is appropriate and what is not.

Parents and students are expected to cooperate with the uniform code. If there is a disagreement about acceptable appearance at school, the principal will make the final decision. Issues relating to dress or appearance of a student that are not specifically mentioned in the parent/student handbook but are inconsistent with the school's regulations may be deemed unacceptable.

Uniform Company

The school uniform is available at and must be purchased through Vicki Marsha Uniforms located at 5292 Production Drive, Huntington Beach, CA 92649, (714) 895-6371. Transitional kindergarten through eighth grade students must wear their uniforms every day. No substitutions will be allowed. Preschool children do not wear uniforms but must dress with regard to comfort and personal safety.

- *Shirts should be tucked in at all times.**
- *Clothes with holes should not be worn to school.**

Daily Wear (TK - 8)

Shoes:

Predominantly solid color (red, white, black, gray, blue or brown) tennis shoes
 Shoes need to fit appropriately and be tied/fastened securely
 Light up shoes, wheelies, sounds and character shoes are NOT permitted

Socks:

Socks should be at least ankle length and solid white

Outerwear:

Red, black or grey sweatshirt with logo, school jacket with logo, cardigan with logo, sweater with logo

P.E. :

Black uniform shorts with logo, black sweatpants with logo, grey T-shirt with logo or spirit shirt

Daily Wear - Boys TK-8

Shirts:

Red or grey polo shirt with logo, Oxford shirt with logo,
 A solid white shirt may be worn under school shirt
 No long sleeve shirts that show under the uniform shirt are allowed

Pants:

Black uniform shorts or pants
 3rd - 8th grade must wear a black belt

Daily Wear - Girls TK-8

Shirts:

Red or grey polo shirt with logo, girls Oxford blouse with logo,
 A solid white shirt may be worn under school shirt
 No long sleeve shirts that show under the uniform shirt are allowed.

Pants:

Black uniform shorts or pants, plaid skort, plaid jumper (TK - 5) or plaid skirt (6 - 8)
 3rd - 8th grade must wear a black belt
 Girls may also wear solid black or white full length leggings or tights
 Leggings/tights may NOT have sparkles, designs or patterns of any kind

Formal Uniform

Worn every Friday and on special occasions as announced

<p>Girls TK - 5th Grade White round collar blouse Plaid crossover tie Plaid jumper Red cardigan with logo</p>	<p>Boys TK - 8th White Oxford shirt with logo Black prep tie Black uniform pants Red sweater vest or red long sleeve v-neck sweater with logo</p>
<p>Girls 6th - 8th White Oxford shirt with logo Plaid prep tie Plaid skirt Red sweater vest or red long sleeve v-neck sweater with logo</p>	<p>Note: Polo shirts may NOT be worn with the formal uniform School sweatshirts or jackets may NOT be worn during Mass</p>

Navy blue shorts and pants are no longer part of the dress code.

[Return to index](#)

HAIR AND ACCESSORIES

- ❖ Hair must be neatly styled, combed and well-groomed
- ❖ Hair must be kept back away from face and not interfere with student's vision
- ❖ No "trendy" or extreme hair styles, duck tails, steps, wedge cuts, shaved, tinted, dyed, or fad styles of any kind are permitted
- ❖ Boys' faces must be clean-shaven at all times; sideburns are to be kept at mid-ear
- ❖ Fingernails must be well trimmed
- ❖ Fingernails must be free of nail polish/no artificial nails
- ❖ Students may wear a watch, a religious medal, cross, or simple necklace, a scapular and/or a medical I.D. bracelet only
- ❖ No makeup of any kind is permitted
- ❖ One pair of small stud or post earrings, confined to the lower part of the earlobe. NO HOOPS OR DANGLING EARRINGS OF ANY KIND OR SIZE ARE PERMITTED.
- ❖ No decorative headbands (no cat ears, unicorn horns etc.)
- ❖ No large bows

Free Dress Days:

- ❖ No T-shirts with questionable or inappropriate logos, phrases or designs
- ❖ No oversized, baggy or tight clothing
- ❖ No midriffs/short tops - tops are too short if skin is showing
- ❖ No off the shoulder tops or spaghetti straps
- ❖ No short skirts, shorts or dresses
- ❖ No un-hemmed, frayed, or fringed jeans, pants or shorts
- ❖ No yoga pants/spandex

We ask parents' cooperation in adhering to these regulations. Any student whom the administration feels is dressed inappropriately will be required to call home for a change of clothing and will receive a dress code infraction slip. Final decision as to whether the clothing is appropriate is at the discretion of the principal.

After School Activities

ANY STUDENT ABSENT DURING THE REGULAR SCHOOL DAY MAY NOT PARTICIPATE IN ANY AFTER SCHOOL ACTIVITIES THAT DAY.

All students involved in after school activities must balance their academic responsibilities with their activities. Students who struggle with academics may participate in these activities with some specific probationary guidelines designed to encourage them to maintain acceptable progress in their classwork.

Student Council

Participation in student government is open to students in grades 6 – 8. It provides opportunities to develop leadership skills, practice the principles of democracy, and develop an attitude of service to the school and community. Students are elected to student council for a one year term of office. Student council moderator (selected teachers or staff members) oversee the projects, activities, programs, fundraisers, etc. that the student council organizes during regularly scheduled meetings.

Student council members will be subject to probationary status based on their grades each trimester. Students on probation who do not meet the terms of the probation contract on two or more weeks will be asked to take a leave of absence from student council. If their grades qualify them to resume activities at the end of the trimester they will be able to participate with a contract. If they fail again to meet the terms of the contract they will

[Return to index](#)

be asked to step down. The academic qualifications for student council are made clear when they run and vary according to the position.

After School Sports Program (PAL)

St. Columban offers an after school sports program, as a member of the Diocesan Parochial Athletic League. The program is open to students in grades 4 – 8. The program is under the direct supervision of the administration and athletic director. A fee will be assessed to cover basic costs.

In general:

To be able to play sports, students must maintain a minimum of a “C” grade point average in all subjects with no failing grades in any subject. A “C” or better in responsible behavior and personal success skills must be maintained. The prior June report card will determine tryout eligibility for fall sports, the first trimester report card for winter sports, and the second trimester report card for spring sports. Grades will be monitored and a student can be placed on probation at any time during the trimester based on their progress reports or the teachers report to the athletic director of failing grades or poor work habits that are affecting their grades.

Probationary status may be given to students who fall below a 2.0 grade point average or have a failing grade in any subject. These students must also have a “C” or better in responsible behavior and personal success skills. Students with probationary status may be placed on the team roster and participate in practices and games however they must provide a weekly clearance slip to their coach each Monday. An athlete on probationary status will be benched for the next game if they earn a failing grade on any test , major project or assessment in any subject that week. It is the athlete’s responsibility to get their teachers signatures to indicate their eligibility each week.

Players who have made a team’s roster must make a commitment to the team, the coach and their teammates. Participation in practices and games is not an option, but a requirement. While absences may be excused in some cases, coaches reserve the right to “bench” a student, or to cut a student from a team if she/he is habitually late or absent from practices and games.

- ❖ Students who have missed the regular school day may not participate in sports activities after school hours.
- ❖ Students must report to extended day care after practice or a game if the coach is not supervising them and a fee will be charged.
- ❖ Students who behave in a manner that distracts from practice may be suspended from play at the coach’s discretion.
- ❖ Students who behave in a manner contrary to the school’s Christian philosophy of
- ❖ sportsmanship may be suspended and/or removed from the team at the discretion of the administration.
- ❖ Parent participation in the sport’s program is mandatory.
- ❖ Parents will be given a schedule and maps, as well as car pools assigned for each sport.
- ❖ All adults driving to any school related activity must have proof of insurance and a copy of a current driver's license on file at the school office.

Qualifications for Athlete of the Year

Junior High athletes who meet all requirements are eligible to receive the Athlete of the Year. Qualifications are:

- ❖ Good attitude, sportsmanship, team spirit and respect
- ❖ Junior High student
- ❖ Participation on a minimum of two teams during the school year
- ❖ B grade or better in academic processing and personal success skills for the entire year
- ❖ Recommended by the athletic director and faculty
- ❖ Approval of the principal

[Return to index](#)

St. Columban School reserves the right to amend this handbook at any time. Amendments will be posted on the school website, and sent by email. Any matter not heretofore mentioned or addressed in this school handbook will be adjudicated solely by the school principal. The decision of the principal in any particular matter will be final. Failure to abide/comply with the principal's decision may be grounds for further administrative corrective actions.