

PRAYER FOR PARENTS AND TEACHERS

Most loving Father, you have given us these children to bring up for You and prepare them for life. Assist us in this most sacred duty.

Teach us what to give and what to withhold, when to reprove and when to excuse. Make us gentle, yet firm, considerate, yet watchful. Keep us from weak indulgence and too great severity.

Grant that by word and example, we may lead Your little ones, whom You have entrusted to our care, in the path of wisdom and holiness. We ask this through Your Son, Jesus Christ.
Amen.

MESSAGE TO YOUNG PEOPLE FROM BLESSED POPE FRANCIS

“...For while there is no doubt that the family educates and that the school teaches and educates, at the same time both the action of the family and that of the school will remain incomplete (and could even be made useless) unless each of you young people undertakes the work of your own education.”

St. Columba Catholic School

Mission Statement

St. Columba Catholic School, in union with parents and guardians as the primary educators of our students, is a community of faith dedicated to academic excellence while bearing witness to the Gospel message of Jesus Christ. We seek to educate the whole child within the tradition of the Catholic Church so students may confidently meet the challenge of living a Christ-centered life in a changing world.

Philosophy

Living the message of Jesus Christ in a contemporary society, it is our purpose as a Catholic school to provide challenging and enriched educational opportunities directed towards the overall spiritual, intellectual, physical and social development of each student. In accordance with the school's mission statement, we believe that each child is led into a fuller life with Christ through:

- Enabling each student to become a person of faith, developing a clear vision of God, the world and self.
- Guiding the student to be a witness to the Gospel in daily living
- Fostering Christian citizenship through responsible and moral choices
- Facilitating educational growth
- Encouraging a lifelong love of learning
- Cultivating a global awareness and respect for diversity.

We believe that the St. Columba Catholic School community models faithful discipleship and shares in the educational ministry of the Church by proclaiming Jesus and giving witness to His love, concern and forgiveness in a secularized world.

Schoolwide Learning Expectations

St. Columba Students are CLEAR about being:

C – faith filled Catholic who:

- Develops a personal, communal and liturgical prayer life
- Reflects on and applies the teachings of scripture and the Catholic Church
- Understands and applies Catholic morality in decision making
- Actively works to promote peace and justice through service to the community

L – a Lifelong Learner who:

- Demonstrates curiosity and enthusiasm for learning
- Possesses a solid foundation in skills to be able to think critically, share knowledge and solve problems
- Explores and embraces cultural diversity
- Appreciate the fine arts

E – an Effective communicator who:

- Works collaboratively, respecting the opinions, ideas and suggestions of others
- Speaks and writes, clearly and effectively
- Actively listens, practices good manners and recognizes nonverbal communication and social cues
- Uses technology appropriately

A – a self-Aware individual who:

- Has a positive self-image as a Child of God, and reflects on his or her personal growth
- Understands and appreciates the gifts of others
- Sets and accomplishes goals
- Recognizes and values the need for good physical, spiritual and mental health

R – a Responsible Citizen who:

- Accepts responsibility for the consequences of his or her actions
- Seeks knowledge of current events and understands their global implication
- Models self-discipline within the community
- Dedicates herself/himself to the Gospel mission through service to others

GENERAL INFORMATION

ADMISSIONS:

St. Columba School admits students of any race, color, national and ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students at St. Columba School. St. Columba School does not discriminate on the basis of race, color, national and ethnic origin in administration of their educational policies, admission policies, scholarship and loan programs, athletic and other school administered programs. For Kindergarten admittance, students must be 5 years of age by September 1st. For 1st grade admittance, students must be 6 years of age.

No Catholic student resident in the diocese shall be denied access to St. Columba School solely on the basis of inability to pay full tuition. Since the schools of the diocese are established and maintained by the diocesan community as religious schools, preference in admission shall be given to practicing members of the parish Catholic community.

Priority for admission is based on the following criteria:

1. Siblings of students already enrolled in the school,
2. Siblings of students who have graduated from the grade school,
3. Students who are members of St. Columba parish,
4. Students from other Catholic parishes,
5. Non- Catholic students.

Acceptance into St. Columba School is based upon the following:

1. The parents must agree to actively support the spiritual and academic standards of St. Columba School.
2. Students and parents must subscribe to the school's philosophy and agree to abide by the educational policies and regulations of the school and the diocese.
3. Parents must agree to participate in the family commitment fund raising program (\$450.00 per academic year.)
4. Students and parents will be interviewed by the principal. An assessment will be administered to determine the student's strengths and weaknesses.
5. Every family is required to be an active member of the volunteer service hour program system.
6. No student shall be unconditionally admitted to St. Columba School. All students must have a reasonable well-founded hope of successfully completing St. Columba School's program. Incoming 6th, 7th, 8th, grades must have a C average.
7. Students who are admitted on a probationary basis will have dates and criteria of evaluation clearly established in writing.

8. Each Catholic school retains the right to set local admission standards and policies in addition to those specified by the diocese.
9. California law requires specific health screening procedures for all children entering school for the first time.

PRE-ADMISSION INTERVIEW:

Prior to a final decision regarding the admission of a new student to St. Columba School, the principal shall interview the parent(s)/guardian(s) and prospective student for purposes of:

1. exploring the goals and motives of the parent(s)/guardian(s) in making application to a Catholic school.
2. clarifying mutual expectations, and confirming those attitude and value commitments that are essential preconditions for the success of the school's total program of Christian education and formation.

The principal shall take care to emphasize the importance of:

1. the role of the parent(s)/guardian(s) as primary educator(s), most especially in the area of religious and moral education.
2. regular family prayer and weekly participation in Sunday workship.
3. effective parental support for the school's philosophy as well as for rules and regulations.
4. the commitment of the school and the diocese to foster racial equality.

ADMISSION, TESTING AND EVALUATION:

All incoming students are academically evaluated to assess the ability of St. Columba School to meet their individual needs. In addition, permanent school records for incoming students in grades 1-8, may be requested by the principal to complete the assessment.

REGISTRATION OF NEW STUDENTS:

No registration will be accepted without birth certificate and/or Baptismal certificate. Children transferring from another school are to bring their report cards from that school. Health records and transcripts are requested from the previous school by the principal.

Upon acceptance of full admission to the school, all required forms and documentation for each student must be turned in by the specified deadline dates. All admission fees must be paid in their entirety before formal admission.

IMMUNIZATION:

No child may be admitted as a student of the school unless he/she has been immunized against diphtheria, pertussis (whooping cough), tetanus, polio, mumps, reubella, varicella (chicken pox) Hepatitis B and measles.

RE-ADMISSION OF CONTINUING STUDENTS:

All prior year tuition, family commitment fundraising fees and service hours must be current.

Student must have a minimum conduct grade of “C” or better.

Parents must have given full support to the school philosophy and expectations and must have met all financial and service commitments.

SCHOOL HOURS:

Extended Care Program.....6:30 am – 7:45 am

Enter School Grounds.....7:45 am

Classrooms Open.....7:55 am

Class Starts.....8:00 am

Dismissal.....2:45 pm

At the end of each quarter, award assembly will be held

Extended Care.....3:00 – 6:00 pm

Minimum Day Schedule.....8:00 am – Noon

Please note: Students dropped off at school are required to remain on school property until the bell rings. Students on the grounds prior to 7:45 am and after 3:00 pm will be placed in the extended care program for their safety and parents will be charged for the service.

STUDENT'S ARRIVAL AND DEPARTURE:

The safety and well-being of each child is of the utmost importance. When dropping your children off at school in the morning or picking them up after school, we ask for your cooperation in adhering to the following guidelines:

Arrival:

Children are to be dropped off at school between 7:45 am – 7:55 am. Students who arrive to their classroom after 8:00 am are considered tardy.

Dismissal:

Children not picked up by 3:00 pm. will automatically be checked into our Extended Care Program (parents will be charged \$5.00 per hour for this service). If your child is picked up by 3:15 the hourly fee will be waived. The registration fee for EDC is \$20.00 per child, and needs to be paid when the registration form is turned in. Important reminder: Extended day care fees will be billed through FACTS on a monthly basis. Also, a \$4.00 late fee will apply for every 15 minutes after 6:00 pm.

Extended Care Program:

Our Extended Care Program is offered as a service to our working parents and is an integral part of our overall school program. Children that attend the Extended Care in the afternoon will be served a snack, given ample time to work on their homework and have opportunities to involve themselves in a variety of small cooperative group activities and projects.

Our Extended Care Program runs from 6:30 am – 7:45 am and from 3:00 – 6:00 pm. During these hours, once officially registered and enrolled, students may be dropped off and picked up in the back parking lot. All students must be signed in by after-school personnel and signed out by a parent or legal guardian authorized to pick up the child. For any special circumstances that may arise, please be sure to contact the school office between the hours of 7:30 am and 3:00 pm.

Rules for behavior at EDC are the same as during the school day, with the same consequences. Parents/guardians of students who misbehave will be notified if students are not in compliance with the rules and regulations. In extreme cases, a parent/guardian will be notified and ask to pick up their child immediately. If a student consistently misbehaves they will not be able to use the Extended Care service.

Personal possessions, such as cell phones, electronics, games, etc, are not allowed. In case of an emergency cell phones can be used. Otherwise students must keep them off and but away. Students must remain in their school uniform during EDC unless otherwise instructed or given permission by school administrator.

Homework Club:

Students who attend homework club must be signed into EDC. The purpose of homework club is to give those students attending EDC time to work on their homework. A teacher will be assigned to supervise the students during this time and assist students if needed. Please note: Homework club is not a tutorial service. It is parents and students responsibility to ensure that homework is completed on time. If parents need to check their child out earlier you will still be charged for the full hour. Homework club is Tuesday, Wednesday and Thursday from 3:00-4:00 pm.

ATTENDANCE:

Students will be considered to be tardy if they are not in their classrooms by 8:00 am. Persistent tardiness will result in disciplinary/behavioral consequence. Students arriving after recess will be considered absent for ½ day. School policy indicates that teachers must keep on file a written note from the parents in the case of absences. Students reporting late for school or returning from an off-campus appointment, must check in, along with their parent/guardian, in the school office. Early dismissal must be requested in writing by the parent/guardian.

A student who has been absent more than 3 school days is required to present a doctor note stating the reason for his/her absence. If a student is absent 1 or 2 school days they need to bring a written excuse stating the reason signed by his/her parent/guardian. The note does not change the absent or tardy status of the child.

Any student who is habitually tardy and/or absent may be required to take summer school or held back in the grade he/she is currently attending. If a child has 21 absences per year report card grades may not be given and/or the student may be asked to complete remedial work in order to be promoted to the next grade.

If for serious family reasons the parents must take their children out of school for a period of time, the principal and teacher must be informed and may require the parents to discuss with the school the possible effects of such an absence.

Regular attendance is very important. Please make an effort to schedule doctor and other appointments before or after school hours. If a student is too sick to come to school, the parent should call the office by 8:20 am. The student must bring a note the day of return explaining the absence. Insisting on regular attendance emphasizes the importance of education and is good preparation for school and life success.

VACATION ABSENCES:

Absences due to vacations are not encouraged. Assignments will **not** be given in advance. The school will not provide tutoring or special testing for such a period of absence. Upon return, students are expected to make up all missing work in a timely manner.

COMMUNICATIONS:

It is expected that faculty and parents will work in partnership to implement school policies as outlined in the Parent/Student Handbook. If a situation should arise for which the parent would like further clarification, whether it concerns the child, the staff, or school policy, **the following lines of communication should be followed: first, the child's teacher; second, the principal; and third, the pastor.**

Parents who wish to speak with their child's teacher are requested to call the school office for an appointment or request one in writing. Please give the teachers advance notice if you wish to speak with

them regarding the student's performance in class. "Dropping in" before or after school does not allow teachers sufficient time to prepare for the meeting nor will they be able to give the parent's concern their full attention. Please allow 24 hours for a teacher to respond to e-mails/phones calls and notes (excepting weekends).

Teachers may also call parents directly to discuss any school problems. Parents will go online to print out a mid-quarter Progress Report as well as a quarterly Report Card. All parents/guardians are expected to regularly review their child/children's grades through the school's online grading program. Deficiency notices are sent home to the parents of students whose grades fall below a satisfactory level. Parent Teacher Conferences are held at the end of the first quarter. Parents and Teachers may request a conference at any time during the school year.

Each family will receive a "Family Envelope". For families who have separate households, please let the office if you would like to receive 2 separate family envelopes. It contains important school communication such as the monthly calendar, parent bulletins, hot lunch menus, etc. Parents are asked to remove and read the contents of the envelope when it is sent home. The envelope must be signed and returned to school the following day. Information is also available through the school website.

CUSTODY OF STUDENTS:

In order to cooperate with student and family needs, the school should be informed of any custody arrangements. It is the responsibility of the parent or guardian to inform the school of custody status subsequent changes and/or arrangements. The school may ask for legal verification of these arrangements.

Child Abuse Reporting Obligation:

In accordance with California law, members of the school staff are mandated by law under penalty of fine and jail term to report the reasonable suspicion that a child's physical or mental health or welfare may be adversely affected by abuse or neglect. In this very serious and legally narrow area, the school will not contact parents in advance of making 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 suspected crimes listed above is to mandate that a report of reasonable suspicion of abuse be made. School staff members 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 to the proper authorities for their investigation and review.

Abuse of Teachers:

Any parent or other person who insults or abuses any teacher in the presence or hearing 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 is punishable by a fine of not less than fifty dollars nor exceeding five hundred dollars.

Harassment/Bullying:

Harassment or bullying in any form, including sexual harassment, is prohibited. Any person who believes that he/she has been the object of harassment or has witnessed such behavior should notify the principal immediately. The principal should contact the School's Office or Human Resources for Diocesan procedures on Harassment and Sexual Misconduct.

VISTORS:

St. Columba School is a closed campus. No one is allowed on the school grounds without permission from the principal. Parents may not interrupt classes to speak with students or teachers. All visitors to the school must report to the school office to obtain permission to enter a classroom. All visitors must wear a visitor's pass when on campus. Students will not be permitted to leave the campus to speak to anyone nor may they converse with outsiders on the perimeter of the school property.

EMERGENCY CARDS (Diocesan of S.D. Handbook for Catholic Schools):

In the event of a medical emergency or illness, it is essential that the school have a card on file containing emergency care information for each student. Please keep the school informed of any change of address or phone, at home and at work. The emergency cards are sent home at the beginning of each school year. They must be completed and returned immediately. A separate card is required for extended care.

ILLNESS OR INJURY:

In case of emergency, every attempt will be made to immediately notify parent(s)/guardian(s) that occur during school hours. If an injury occurs during school hours, or while in extended care a report will be completed and the student will be asked to take this home to be signed and returned to school. Parents must notify the school office when there is a change of phone number or persons to be contacted when parent(s)/guardian(s) cannot be reached. It is understood that enrollment at St. Columba confers upon the school the obligation to select emergency care providers in the event we are unable to reach the parent(s)/guardian(s) and that no liability would be attached to such a decision.

INSURANCE:

All students in parochial and diocesan schools participate in the diocesan student accident insurance program. This insurance provides benefits for students injured at school, on the playgrounds while participating in athletic contest, while directly going or coming from school sponsored activities. Insurance forms are available in the school office.

NOTE: Each student enrolled in our school is automatically covered on an annual basis by the Diocesan Insurance Program.

MEDICATION AND HEALTH:

No medication of any kind (prescriptive or non-prescriptive, including aspirin and Tylenol) can be administered by school personnel without an appropriate consent form signed by the parent or consent form signed by the parent or doctor, and the signature must be accompanied by clearly written instructions. Any medication brought to school must be left in the school office and must be administered by school personnel.

COMMUNICABLE DISEASE:

If your child contracts a communicable disease, please notify the school immediately, so that other parents can be told of the incubation period and symptoms in order to protect their children.

ILL CHILD:

Please keep children home for the duration of an illness. With a temperature, diarrhea or vomiting a child should remain home for a period of at least 24 hours.

EMERGENCY DISASTER PROCEDURES:

In case of a natural disaster, the faculty of St. Columba School is prepared to take care of all students. Most specifically, in the event of a disaster, St. Columba School is prepared to provide shelter, food, water and first aid for all students, for up to twenty four hours. Each family has been asked to provide comfort bags for their child/children.

By California law, all schools are to develop a disaster plan which includes release procedures. Students will be released only to parent(s)/guardian(s) or their designated representative. No child will be allowed to leave the school alone. When picking up your child after a natural disaster, report to the designated area and your child will be brought to you. **DO NOT GO TO YOUR CHILD'S CLASSROOM.**

EMERGENCY DRILLS:

Fire drills and disaster drills are held regularly at the school and periodically by the homeroom teacher.

TRANSPORTATION AND SAFETY:

Dogs: Dogs are not allowed on campus. Thank you for your cooperation in this very important safety matter.

Skateboards – Scooters:

Skateboards, scooters, or roller blades are not to be brought to school. They are not allowed on school property.

Cars:

For the safety of students, cars are never permitted on the playground, east of the orange cone blockade between the hours of 6:30 am and 6:00 pm.

Crosswalks:

The St. Columba School Safety Patrol is on duty from 7:45 am to 8:00 am. and from 2:40 pm. to 3:00 pm., for the safety of our students. Everyone coming to or leaving St. Columba School must cross within the crosswalk.

LOST AND FOUND:

The LOST AND FOUND AREA is located in the school office and the day care room. Please remember to label all your child's clothing items, lunch boxes etc. All clothing, jewelry, lunch boxes and other items unclaimed in the Lost and Found will be donated to the uniform exchange or will be donated to the poor at the end of the year.

STUDENT RECORDS:

Access to Student Records:

The student's parents or guardians have the right to inspect all of their student's records in the presence of the principal. Records of cognitive assessments i.e., counselor's reports, shall be inspected only in the presence of a person who is qualified to interpret the records.

If a request is made to have records changed or deleted, a parent must submit this in writing, along with giving the school at least a 24-hour notice.

This school abides by the provisions of the Buckley Amendment in regards to the rights of non-custodial parents in viewing official school records of the student.

Release of Student Records to Schools or Parents:

Before release of school transcripts, please note all fees need to be current, and paid in full. All school textbooks must be returned, and if given in good condition, they need to be returned in the same condition. If a textbook is damaged or lost a fee will apply. Library books must be returned. If book(s) are lost or damaged a fee will be applied.

Official transcripts are mailed to the receiving school. They are never given to the student, parent or guardian for delivery to the school.

Unofficial copies of the student record may be given to the student's parents or guardians upon request. For these unofficial copies only, the school may request a nominal fee to cover reproduction costs.

THE SCHOOL CURRICULUM:

- gives witness to the message of Christ as revealed in His person, His sacraments, scripture, and the traditional heritage and doctrine of the Catholic Church.
- develops within students the life-learning tools of communication, problem solving and decision-making.
- encourages each student to develop his/her potential through responsibility and accountability to self, parents, peers and faculty.
- provides an informational framework that will prepare the students to live in the twenty-first century.
- affirms ethnic appreciation and respect for cultural values and diversity when applying the principles of peace and justice.

CURRICULUM STANDARDS:

Every Catholic school in the Diocese of San Diego is provided with Curriculum Course Content Guidelines/Standards (refer to page 16). Representative educators from diocesan schools develop these standards.

The standards are the minimum standards for elementary schools in the Diocese of San Diego.

Additionally, individual schools integrate the Schoolwide Learning Expectations developed by their respective communities into the daily curricular and co-curricular activities.

The Instructional Program:

The curriculum at St. Columba follows a course of studies as prescribed by the Catholic Diocese of San Diego, Office for Schools and is in compliance with the California State Curriculum framework. The following subjects are included in the school's overall academic and extra-curricular program.

- Religion and Family Life Program
- Language Arts (Reading, Spelling, Composition, Oral Presentations, Listening, English Grammar and Literature)
- Mathematics
- Social Studies (History Geography, Current Events, Citizenship)
- Science (Physical Science, Life Science, and Earth Science)
- Art and Music
- Penmanship grades
- Computer Instruction
- Physical Education
- Study Skills

Religion and Scripture:

The spirit that characterizes St. Columba School is grounded in Catholic values and traditions, which include:

- Daily lessons and prayer,
- Christian values and Christ's message are integrated into the overall academic program,
- Schoolwide and class Masses,
- Regularly planned liturgical and para liturgical experiences,
- Retreat days.

At the appropriate grade level, Catholic children are prepared for reception of the sacraments of Holy Eucharist and Reconciliation. As primary educators of their children, parents/guardians must realize the importance of their role in coordination with the Parish program in this preparation.

Library:

St. Columba School is fortunate to offer students weekly library time as part of the Language Arts Curriculum. Volunteer Librarians allow for student use during the school day. Students may check out books on a weekly basis students are expected to treat books with respect, to show courtesy to our volunteers and to return books in a timely manner. Students with overdue books will be charged a late fee, lost books will be asked to be replaced before the last day of school.

Parental Role:

St. Columba Catholic School is a cooperative endeavor in which every family in the school has a vital role to play. We affirm that parents are the primary educators of their children and that we assist parents in their education. The school's primary expectation of the parents is an active and ongoing support of the religious formation which the school seeks to develop in the children.

Parents can do this by:

- talking to their children about God and their own faith.
- praying together.
- taking time to be informed about the religious concepts the children are learning.
- celebrating Mass together on Sundays and special days.
- participating in the children's Community Service Hour Program.
- helping their children with the religion homework.
- continually reaching out to develop their own faith life.

Family Life Program:

Family Life education at St. Columba Catholic School is a joint effort between parents and teachers to prepare our children to live safe, informed Christian lives in society. Four general subject areas are taught in grades K-8. Catholic moral values are presented as guidelines for life.

These areas include:

1. Self-esteem.
2. Personal safety; including child abuse prevention.
3. The human body, its parts, functions and care pertaining reproduction and its place in God's plan of creation.
4. Substance abuse prevention (drugs, alcohol, tobacco and food.)
5. Diocese of San Diego Safe Environment Program

The Jr. High Family Life Program covers topics such as drugs, smoking, venereal and socially transmitted diseases, alcoholism and marriage-related topics.

ACADEMIC POLICIES:

Progress Reports:

Student academic progress will be available online for parent/guardian viewing. Teachers will update student records regularly and may ask parents to verify that they have seen their student’s most recent update. If needed, a hard copy progress report will be sent home to apprise parents of a student’s progress. A conference may be scheduled at any time by either the parent/guardian or teacher to discuss academic progress. Parent conferences are scheduled at the end of the 1st quarter only.

Parents/guardians and teachers are encouraged to maintain open lines of communication by written notice, telephone and personal contact throughout the year. Regular communication between home and school supports the child’s academic program and promotes excellence. Again, please allow 24 hours for teacher response (excepting weekends).

Grading Scale:

93-100 A	90-92 A-	87-89 B+	83-86 B	80-82 B-
77-79 C+	73-76 C	70-72 C-	67-69 D+	63-66 D
60-62 D-	59 F (and below)			

Homework:

Homework is assigned to reinforce skills that have been taught in your child’s classroom. We also want to help build life-long skills of time management organization, and independence in study skills. Your child in grades K – 5 should receive assigned homework four nights per week with separate requirements for sustained reading. For students in grades 6 through 8, homework may be assigned over the weekend as well. On occasion, homework may take longer than anticipated, due to assignments not worked on in a timely manner (reports, projects, or extra study time for a test). It is always our goal to help students become life-long learners and to build upon the skills and knowledge necessary to achieve this.

Daily homework should generally not exceed:

- Grade K.....15 to 30 minutes daily
- Grades 1 & 2.....15 to 30 minutes daily
- Grades 3 & 4..... 45 to 60 minutes daily
- Grades 5 & 6.....60 to 90 minutes daily
- Grades 7 & 8.....90 to 120 minutes daily

Please note: These time constraints do not include extra review time.

Parents Responsibilities:

As the primary educator of your child, your assistance and supervision are invaluable:

- Value education in your home and make homework a priority
- Provide a scheduled quiet time for homework completion
- Check your child's homework and reinforce his/her best effort
- Sign homework planner (Grades 2 – 8) if requested by teacher
- Become completely familiar with the homework policy of your child's teacher
- Communicate with your child's teacher if your child is having homework problems

How to Support Literacy at Home:

Parents make a difference; as your child's first and most important educator your support is instrumental in creating successful readers. Give your child the gift of time so that all our students are readers, writers and problem solvers.

- Monitor the amount of time your child is watching television or playing video games – neither supports literacy.
- Read to or with your child every day. By listening to good models of fluent reading, children will learn how a reader's voice can help text make sense.
- Oral language is the foundation for both reading and writing; help develop your child's vocabulary with meaningful, family conversation. Your child learns word meanings through conversation with other people, especially adults.
- Provide a home environment with educational games, magazines, newspapers and books.
- Model reading at home – take time to read and let your child know how much you enjoy it.
- Partner read with your child. Reading aloud with your child helps with word recognition and provides feedback.

HONOR ROLL CRITERION 2016-2017

For honor roll assessment, grades 5 through 8, the following subjects will be averaged (Religion, reading/literature, English/language arts, math, science, social studies, spelling/vocabulary). Also, taken into account are grades in spelling, P.E. computer and behavior.

Principal's List: GPA = 4.0

- A in responsible behavior
- B or better in P.E., computer & study skills
- S or better in handwriting, music and art

First Honors: GPA = 3.67

- B or better in responsible behavior
- B or better in P.E., computer, study skills
- S or better in handwriting, music and art
- No D's in any subject

Second Honors: GPA = 3.0

- B or better in responsible behavior
- B or better in P.E., computer and study skills
- S or better in handwriting, music and art
- No D's in any subject

Personal Achievement (2nd, 3rd, and 4th quarters only)

- Eligible students will have no F's on her/his report card and have raised a grade in any one of the core subjects by one full level (e.g: C- to B-), or have raised their overall GPA by 10% points or more.
- Personal Achievement awards are not given the first quarter of the school year.

COMPUTER POLICY:

Computer and Internet Acceptable Use Policy:

Student conduct in relation to the use of computers and Internet must be in support of the educational goals of St. Columba School. While the use of computers and the Internet are integrated into the school curriculum, the use of these resources is also considered a privilege. Use of the computer is restricted to only those programs and web sites authorized by the instructor(s). All rules of conduct and discipline policies described in the school handbook apply.

The following guidelines indicate unacceptable use of the computers or the Internet:

- Activities involving pornography, unethical or illegal solicitations, racism, sexism, inappropriate language and bullying;
- Transmission of copyrighted, threatening or obscene material;
- Commercial solicitation and advertising, and political lobbying;
- Activities leading to or involved in identity theft or character defamation;
- Trespassing in other students' folders, work or files;
- Intentional damage of the computer or the network in any way;
- Unauthorized changing of hardware or software settings, and, downloading, adding, deleting or moving files, folders or icons;
- Purposeful infection of the computer/files with a virus.

If a student accidentally encounters materials or a situation that violates the standards of appropriate use, he/she should notify an adult immediately.

The principal will ultimately decide what is appropriate use and her decision is final.

This form will be kept on file at the school. If the parent/guardian chooses to withdraw the permission or has questions, he/she should contact the principal.

Promotion and Retention:

Promotion will take place at the end of fourth quarter in June. The decision to promote a student to the next grade or to retain him/her in the present grade is based upon consideration of the overall welfare of the student and is made by carefully weighing both academic and social factors. In the event that retention is under consideration, the following guidelines should be applied.

1. The teacher will evaluate, diagnose and implement a modified academic program to remediate the learning problem. If this proves to be inadequate, the teacher will advise the parents to arrange for outside remedial help, such as professional tutoring, parent tutoring, or summer session.
2. The Principal will be notified of any students with specific learning problems by the end of the first quarter. Parents will be kept informed of pupil progress or possibility of retention on a consistent basis.
3. Retention is more successful in primary grades than in later grades; therefore the primary teacher should diligently observe all students so that any problems may be corrected before a student reaches the upper grades.
Although the opinions of the teacher and parents are significant, the final decision to retain a student is the responsibility of the Principal.
4. In the case of a student with a severe learning problem it may be necessary to recognize that the parochial school is not equipped to meet the needs of every student and that, therefore, a recommended transfer might be necessary.

Certificate of Promotion:

In the event that an 8th grade student is in jeopardy of failing 2 core subjects (having 2 “F’s” as quarter grades in 2 separate subjects), that student will receive a Certificate of Promotion through the school and not a Diploma. Parents will be notified prior to the beginning of the 4th quarter that a student may not receive a diploma; however the student will be able to participate in end of the year graduation activities and ceremony with the class.

Recommended Transfers:

Certain pupils may be given a recommendation to transfer for grounds other than class or school discipline. The following procedure is used for the pupil who is clearly unable to profit from school work by reason of high ability, insufficient skills or serious emotional instability:

1. It has been determined that other schools or agencies have facilities to assist such a pupil;
2. There has been sufficient discussion with the parents concerning their child’s condition;
3. The final decision has been made by the Principal in consultation with the Pastor;

Under normal circumstances a pupil is not to be deprived of a Catholic education on grounds relating to the attitude of parents; nevertheless, it is recognized that a situation could arise in which the uncooperative or destructive attitude of parents might so diminish the effectiveness of the school in acting in loco parentis that the continuation of the pupil in the school might be impossible to practice. In such a case it is imperative that the opinion of the Principal regarding practical impossibility be sustained from a pastoral viewpoint by the Pastor of the parish.

Please note that the school will make every attempt to work out special problems with parents in regards to their children's education, well-being and behavior in school. However, after all reasonable and fair attempts have been made to remedy the situation, and/or for circumstances beyond the scope of the school's control, the student may be required to officially withdraw from the school. This includes, but is not limited to the following:

1. students whose conduct and behavior does not reflect a Christian attitude of respect for authority and/or fellow students,
2. students who engage in any form of harassment(e.g. verbal, physical, sexual),
3. disruptive behavior or behavior that impedes the learning environment,
4. behavior that impedes or hinders the safety and well-being of others, repeated bullying of others.

Parental cooperation is requested when the Principal asks that a student be withdrawn from school.

Testing:

Standardized tests adopted by the Office for Schools for the Diocese of San Diego will be administered to all students. The Renaissance Star standardized assessment is issued 3 times a year to grades K – 8th grade. Results of standardized testing programs are primarily used as diagnostic tools to assess curriculum issues.

National testing programs are one ways to measure student abilities and achievements in learning and to evaluate student progress. Parents will receive a student profile charting their child's achievement and areas of strengths and weakness.

High School Entrance Exams are usually administered by the Catholic high school to 8th graders in January. Parents are responsible for requesting this information from the individual high schools to which their students wish to apply.

ATHLETIC PROGRAM:

The athletic program is aimed at promoting physical fitness, team spirit and recreation for all students. The athletic program at St. Columba is composed of the mandatory Physical Education program during school, and the optional sports program after school and during weekends.

All students are required to participate in our P.E. Program.

P.E. DRESS 2016/2017:

P.E. uniforms for 2016-2017 school year are mandated for all students K – 8 grade, and can be purchased at Dennis. No other type of PE attire will be allowed for any of the grades. The uniform consists of; green shorts, grey T-shirt with school logo, athletic shoes and socks (socks need to cover ankles). On cold days navy blue or dark green sweat pants may be worn (girls no leggings)

- K – 2 are allowed to wear P.E. uniforms to school on their designated P.E. days.
- Grades 3-6 are allowed to wear their P.E. uniform to school on P.E. days.
Please note: Grades 4, 5, 6, & 7 are required to change to school uniform after P.E.
- **Grade 8 are required to bring their P.E. uniform, and change at recess before their P.E. time.**
- Students failing to wear their P.E. “uniform” will be documented, **but may be allowed to participate that day.**

EXCUSES:

Generally speaking, if students are healthy enough to come to school, they must wear complete P.E. uniform and participate in P.E. class. If for some reason, it is necessary for a student to be excused from physical activity:

- The student must take a parent/guardian signed note to the P.E. teacher before class, stating the reason for non-participation.
- Students are to dress in uniform even though they will not be participating in an activity.

EXTRA CURRICULAR SPORTS:

Participation in the athletic program is a privilege. Sports are an important part of the total educational program at St. Columba School. All players are expected to show good sportsmanship as both spectators and players. Consideration should be given, whether or not a student is willing to commit to being at practices and every game as well as staying academically eligible before signing up. If a student is absent from school on a game day, they are not eligible to play that day.

It is expected that students involved in extra-curricular activities have met the minimum requirements with regard to their studies, effort and attitude at school. To be eligible for extra-curricular activities including sports, the students are expected to maintain class conduct grades (K-4) of “G” and to maintain their school work at a “C” or better in each subject area. For students in grades 5-8 a “C” or better in conduct and each subject area is required. When a student does not meet the criteria for eligibility, the student is suspended from all activities including games and practices for at least one week. If a student receives a Conduct Referral, the student is not eligible for extra-curricular activities for at least one week.

Fees:

There is a **\$50.00** fee per player for Pee Wee Soccer, JV & Varsity Soccer & Flag Football (**\$60.00** for JV & Varsity Basketball & Volleyball) fee per player. This fee assists in payment of league and official fees.

There is also a \$25.00 uniform and equipment deposit. At the completion of the sport season, the uniform deposit will be returned when the uniforms and equipment are returned to the school. NOTE: All fees are payable at the beginning of each sport season.

Field Trips:

Please note: The diocese requires all volunteers to be live scanned. Field trips that have direct educational or cultural value and are related to the curriculum of the particular grade may be planned by teachers. All students in attendance are expected to follow all school rules for proper conduct and behavior. Each field trip is carefully planned to include prior authorization of the Principal, communication of costs to parents, organized transportation, adequate adult supervision, signed release forms from parents, and the necessary emergency information for each student. Teachers may ask students to complete follow-up activities or assignments related to the field trip.

Field trips are a privilege which can be denied to a student if he/she fails to meet general academic/behavior requirements. Students who fail to submit the proper school form will not be allowed to participate. Faxes will be accepted, but phone calls will not. Parents will be expected to sign a field trip form releasing the school of any potential liability.

Many field trips rely upon the willingness of adult volunteers to help with the transportation and supervision of students. To ensure the safety of all, and an enjoyable experience as well as for liability reasons adult volunteers may not make stops nor may they bring siblings or guests to the event. Please note: students on field trips are required to adhere to State Safety Standards (car seats/boosters for children younger than 8).

DICIPLINE POLICY:

Discipline in the Catholic school is to be considered as an aspect of moral guidance and not a form of punishment. The purpose of discipline is:

1. To create an academic and social environment in which all members practice behavior which exemplify the teachings of Jesus and the Catholic Church.
2. To provide a classroom situation conducive to learning.
3. To educate students to an appreciation of the importance of developing responsibility and self-control.
4. To help build a sense of community.

St. Columba School offers a program that stresses moral and spiritual values and emphasizes high standards of conduct. It is expected that students, along with their parents, will cooperate with the administration faculty in maintaining a Christian attitude in their relationships with each other in the school environment. Each student is encouraged to develop self-discipline, respect for, and appreciation of an atmosphere that is conducive to learning. Every student is expected to follow the rules in the Parent/Student Handbook as well as those rules stipulated in their classroom handbook. Each teacher will formulate and promulgate additional classroom rules that are deemed appropriate for their students. Adherence to all school policies, guidelines and rules is expected.

General Student Expectations:

Each teacher will inform students of the expected standards and procedures in the classroom. However, the following are general school rules with which students are expected to comply:

1. Classroom behavior must reflect a Christian attitude of respect for the teacher and other class members. Disruptive behavior that impedes the learning environment will not be tolerated. Students will not engage in any form of verbal, physical or sexual harassment, including prolonged teasing.
2. Children are to keep their hands, feet and objects to themselves at all times during the school day. Unwanted touching, pushing or fighting will not be tolerated. Fighting or “play fighting” of any kind is forbidden. Any physical contact will Result in parent notification and if appropriate, the student may be sent home.
3. Students are to remain in class at all times and not be running in the hallways or any other place (i.e. bathrooms, other classrooms, visiting other teachers and/or students, etc.). Upon arrival to school in the morning, students are to remain on the school grounds at all times, until such time that they are dismissed or picked up after school. Students are never allowed in a classroom or other area without a faculty or staff member present.
4. Students are expected to use appropriate and respectful language at all times; profane or obscene language is not acceptable.

5. All students are expected to come to school ready and prepared to learn. This includes, but is not limited to: arriving to school on time, listening attentively and paying attention in class, not disturbing one's neighbor or disrupting the teaching/learning process (including the avoidance of excessive talking while in class and talking out of turn), following classroom and school rules at all times, obeying the classroom teacher and following directions, and completing all class work and homework on a regular basis.
6. Students are expected to practice academic honesty at all times. Cheating of any sort is unacceptable and defeats the purpose of learning.
7. The dress code (including guidelines for hair) must be followed at all times, unless specific permission is given by the Principal to do otherwise.
8. Students should take all emergency evacuation procedures seriously. All appropriate rules and procedures, as stipulated and publicized by the school, must be strictly adhered to.
9. All students are responsible for the care of the school environment; desks should be kept in order and classroom aisles should be kept clear. All text books must be covered.
10. Children must respect property at all times; defacing walls, desks, chairs, books, lunch benches, bathrooms, etc. is not acceptable nor is tagging (graffiti style writing) on assignments, books, book covers, book bags, notebooks, or other personal or school property.
11. Gum chewing is never allowed on the school grounds before, during or after school (and may result in detention for 5-8 grade students).
12. Students are asked not to bring to school, cell phones, I pods, cassette players, CD players, earphones, electronic games. Comic books may not be brought to School. Collectible items, or any literature must be approved. If students need these items for after-school purposes, they may keep them in their back packs during the day. If the students take them out of the back pack during the school day the items will be confiscated and held in the Principal's office and parents will be asked to pick them up.

Academic Honesty/Plagiarism and Cheating:

As members of a Catholic community each student is expected to take responsibility for his/her own work. No form of plagiarism or cheating will be permitted on any assignment at St. Columba School. Plagiarism is defined as “using another writer’s words or ideas as if they are yours”. Teachers will instruct students on the proper way to cite text. Cheating, as defined by St. Columba School, involves the giving and or taking of any answers on any form of assignment or test.

Students may not:

1. Give answers to other students over the phone or in person.
2. Allow another student to copy their work on any assignment or test.
3. Take answers with or without permission from another student.
4. Not citing sources in written work.
5. Forge signatures on notes/tests/or other documents.

Students may collaborate on homework assignments (with teacher’s permission) provided each is equally contributing to meeting the expectations of the assigned work.

Academic honesty is highly regarded throughout the school community. Consequences for failure to meet these expectations will be taken seriously by both teacher and the administration. Consequences will include loss of credit on the assignment/text to suspension for repeated cheating, and may be recorded on a student’s permanent record. Plagiarism is seen as a serious offense and will result in loss of honors for that quarter. Please see the teacher’s class handbook for specific details.

6th, 7th & 8th Grade Sign-In Policy:

Please see classroom handbook for specific policy.

General Discipline Measures:

St. Columba School believes in a positive approach to discipline based on respect, spirituality and responsibility. The school will strive toward “fundamental fairness” in all situations. All students will be given notice (either verbally or in writing) as to what he/she did wrong along with a chance to be heard.

Students, however, are responsible for their own actions. Disciplinary measures help the child to learn from the experience, to learn right from wrong, and to be accountable for one’s actions.

The following disciplinary measures will be taken by the school in the order they are presented here. However, for more serious violations, suspension and/or expulsion may be warranted. Parents will be immediately notified in such cases.

1. Talking to the student – First and foremost, realizing that each moment is a “teachable moment”, the teacher or staff member will talk to the child. At this time, the faculty or staff member will explain to the child what he/she did that was inappropriate, what the appropriate or expected behavior (and the necessary rules to follow) is how he/she can improve his or her behavior next time, and what can be done to immediately remedy the situation.
2. Loss of recess/community service/detention – Students may lose recess time or may be asked to perform service on behalf of the community if these are seen as a logical consequence of the student’s behavior choice, or a teacher may require a student to be at school for detention as a consequence of clearly disregarding expected standards of behavior. Parents will be notified in writing at least one day before the student is detained. Detention may not be more than 30 minutes. However, this does not exclude detention on the same day for a serious offense. In such cases, parents will be notified by telephone, and a conference will be scheduled. Calling the parent – based on the above, teachers or staff members will call the parent to discuss the situation at hand and how the issue can be corrected or avoided in the future.
3. Conference with the administration, teacher, parent and child – As deemed necessary a formal conference will be set up between the principal, teacher and the child. During the conference specific issues of concern will be discussed, along with how the behavior or action can be changed or improved upon. A formal course of action will be planned out by the principal, teacher and the parent to correct inappropriate behavior. Regular follow-ups will be scheduled as necessary.
4. Suspension and Expulsion – When other correction measures have failed or when a serious offense has committed, the child may be suspended from school. When a child is suspended, the parents will be notified by telephone and by written notice of the suspension and the reason for the suspension and will be formally requested to come in for a conference with the principal. No student may be suspended from school for more than two consecutive weeks. After the suspension has been served, the parent must meet once again with the principal before the child can be re-admitted back into school. Students suspended from school are in the custody of their parents for the duration of the suspension or may be allowed to serve an “in school” suspension. During this time, an assignment may be given to the student in addition to the completion of missed classroom assignments and homework. He/she may not attend any school activities or functions.

Suspension/Expulsion:

Acts which constitute good cause for suspension or expulsion include, but are not limited to:

- Actions gravely detrimental to the moral and spiritual welfare of other students in including bullying/cyber-bullying
- Incurable or disruptive behavior which impedes the progress of the rest of the class
- Damage to, or theft of school or private property
- Infliction of, or threatened physical injury to another person
- Possession or sale of weapons
- Possession or sale of drugs, including controlled substances
- Possession or sale of intoxicants
- Possession or use of tobacco
- Commission of obscene act(s) or engagement to habitual profanity or vulgarity
- Disruption of school activities
- Defiance of school authorities
- Habitual truancy
- Hazing

Mixed Social Events:

Mixed parties in private homes are beyond the jurisdiction of the school. We do, however encourage supervision of the highest level if such parties are held and request that, unless all students in the class are invited, invitations not be distributed at school. Time of distribution of class invitations will be at the discretion of the classroom teacher. The use of limousines/party bus transportation to and/or from school, or school sponsored events is prohibited.

We are happy to honor a child on his/her birthday at school. If desired, you may send a small treat to share with classmates at a time deemed most appropriate by the teacher. Please arrange with your child's teacher prior to sending in any treat. See additional information in your child's classroom information packet.

Anti-Bullying Policy:

The purpose of the anti-bullying policy is to ensure that all students learn in a supportive, caring and safe environment without fear of being bullied. Bullying is defined as deliberately hurtful behavior, repeated over a period of time, where it is difficult for those being bullied to defend themselves. St. Columba Catholic School recognizes four types of bullying:

- Physical (hitting, kicking, deliberate rough play, taking of possessions)
- Verbal (name calling, taunting, teasing, racist remarks)
- Indirect/Emotional (spreading rumors, threatening or obscene gestures, deliberate exclusion this also includes the use of computer/social networking)
- Definition of a bully: A blustering, quarrelsome, overbearing person who habitually badgers and intimidates smaller or weaker person.

Our school's staff will be alert to signs of bullying, document the incident and act promptly and firmly. All documentation will be kept in the principal's office and all incidents of bullying are to be recorded as soon as possible after the incident occurs.

The following are steps that may be taken when dealing with incidents of bullying:

- If bullying is suspected or reported, the incident will be dealt with immediately by the member of the staff who has been approached or witnessed the incident
- A student and/or parent may report an incident of bullying to a staff member
- The principal will interview all concerned and record the results of the interview
- Parents will be notified by the principal verbally and in writing of the incident and consequences (possible disciplinary action)

Disciplinary consequences (depending on severity of bullying and previous discipline record of the student):

- Official warning – documented
- Detention
- Written documentation to be placed in student's file
- Formal written contract – signed by student and parent
- Counseling
- Suspension
- Voluntary withdrawal from school
- Expulsion

Fairness is a very important characteristic in the art of getting along. Everyone has a measuring stick as to how fairness is measured and what is fair. As you develop your skills to get along with others, remember these strategies of being fair:

- Play by the rules
- Take turns and share resources
- Be open-minded; learn to be a good listener
- Don't take advantage of others
- Don't blame others carelessly

Girls Uniform Policy: The St. Columba Catholic School uniform policy has been developed to negate the influence of clothing on how students perceive themselves and others, especially in a school environment. We also hope to provide students with an understanding of an appropriate way to dress in a learning environment. We appreciate the full support of our parents/guardians in upholding our uniform policy. If students are not in correct uniform, parents will be informed in writing. Consistent uniform violations will affect Report Card behavior grades. See guidelines for Designated Free Dress Days; if a student violates free dress guidelines, they will lose the privilege of the next free dress day.

Girls K – 5:

Full Dress/Formal Uniform: For Mass Days and other Assigned Days:

- Christopher Plaid Uniform Jumper (available at Dennis)
- White, short sleeve collar blouse (available at Dennis)
- Jumpers may be no shorter than 3 inches above the middle of the knee

Girls 6 – 8:

Full Dress/Formal Uniform: For Mass Days and other Assigned Days:

- Christopher Plaid Uniform Skirt (available at Dennis)
- Solid white polo shirt (available at Dennis)
- Skirts may be no shorter 3 inches above the middle of the knee

Regular School Day Options (Grades K – 8):

1. Full dress uniform – as above
2. Christopher pleated or Christopher plaid w/tabs Skort (available at Dennis)
3. Navy/Khaki twill walking length shorts (available at Dennis) no brand names
Worn with navy blue or black belt (grades 3-8)
Elastic waist for (grades K-2)
White/Grey/Dark Green or Yellow short sleeves polo style shirt
(available at Dennis)
Shirts must be tucked in properly at all times
4. Navy/Khaki twill pants (available at Dennis) no brand names
Worn with navy blue or black belt (grades 3-8)
Elastic waist for (grades K-2)

Shoes: solid black, dark blue, grey, brown or solid white athletic shoe, loafer, Mary Jane or other flat style (with strap) shoe, solid black or solid white closed toe and heel shoe. (shoes can not have any colored trim, other than the black or white, no pattern on shoes). Platform shoes are not allowed.

Socks: solid white, or navy blue knee socks or above the ankle socks only. Tights (not nylons or stockings) may be worn. No visible logo on socks. All socks must completely cover the ankle.

Outerwear:

- Sweatshirts: Sweatshirts dark green crew neck with St. Columba imprint
(available at Dennis)
- Jackets: Uniform dark green jacket (microfibre hooded)
with St. Columba imprint from Dennis
Uniform dark green jacket (microfleece) from Dennis
- Sweaters: Solid green cardigan style sweaters, sweater vest/pullover with
St. Columba imprint from Dennis

Hair: Must be clean, well groomed and bangs may not cover eyes. No extreme styles, no bleaching, tinting, highlighting, lowlighting, chunking, or dying of hair allowed. No extension (hair or feathers)

Jewelry: no necklaces, other than a religious medal or cross on appropriate chain. Religious bracelets are allowed, at the discretion of the teacher/principal. Watches of appropriate size and style are permitted. Earrings – 1 earring per ear, only stud backing with no dangles, hoops or gauges. Makeup, nail polish or acrylic/gel nails are not permitted.

Boys Uniform Policy: The St. Columba Catholic School uniform policy has been developed to negate the influence of clothing on how students perceive themselves and others, especially in a school environment. We also hope to provide students with an understanding of an appropriate way to dress in a learning environment. We appreciate the full support of our parents/guardians in upholding our uniform policy. If students are not in correct uniform, parents will be informed in writing. Consistent uniform violations will affect Report Card behavior grades. See guidelines for Designated Free Dress Days; if a student violates free dress guidelines, they will lose the privilege of the next free dress day.

Boys K – 5:

Full Dress/Formal Uniform: For Mass Days and other Assigned Days:

Khaki uniform pants purchased from Dennis (no brand names
i.e. Dockers, Bugle Boys etc.) with belt loops, belts must be worn at all times
(blue or black, grades 3-5) Elastic waist for (grades K-2)
White short sleeve or white long sleeve shirt (available Dennis)
Shirts must be tucked in properly at all times.

Boys 6 – 8:

Full Dress/Formal Uniform: For Mass Days and other Assigned Days:

Khaki uniform pants purchased from Dennis (no brand name
i.e. Dockers, Bugle Boys etc.) with belt loops, belts must be worn at all times
(blue or black grades 6 – 8)
White short sleeve or long sleeve shirt (available at Dennis)
Shirts must be tucked in properly at all times.
Dark blue ties are mandatory

Regular School Day Options (Grades K – 8):

1. Full dress uniform – as above
2. White/dark green/yellow or grey short sleeve Polo shirts from Dennis
3. Navy/Khaki blue walking length shorts (available at Dennis) no brand names worn with navy blue or black belt (grades 3-8) Elastic waist for (grades K-2)
4. Navy/Khaki uniform pants (available at Dennis) no brand names worn with navy blue or black belt (grades 3-8) Elastic waist for (grades K-2)

Shoes: Solid black, dark blue, grey, brown or solid white athletic shoes, canvas or leather athletic shoe (shoes cannot have any colored trim, other than the black or white, no pattern on shoes).

Socks: Solid white or solid navy blue. No visible logo on socks. All socks must completely cover the ankle.

Outerwear:

- Sweatshirts: Sweatshirts dark green crew neck with St. Columba imprint.
from Dennis
- Jackets: Uniform dark green jackets (microfibre hooded)
with St. Columba imprint from Dennis.
Uniform dark green jackets (microfleece) from Dennis
- Sweaters: Solid green cardigan style sweaters (sweater vest/pullover)
with St. Columba imprint from Dennis.

Hair: Must be clean and well groomed. For boys - hair must be above eyebrows, ears, and collar. Hair cannot stand up more than 2” on top of head. No extreme or fad haircuts, no bleaching, tinting, dying or highlighting/lowlighting of hair.

Jewelry: Religious medal/cross on chain of appropriate style and length. No earrings. Watches of appropriate style and size are permitted.

Non-Uniform Dress Code (Free Dress):

Guidelines:

“Free dress” will be allowed on certain designated days. Clothing must be clean, modest in cut and style and appropriate for school wear. Primarily for safety reasons, shoes must be athletic shoes for participation in P.E. classes. Socks must be worn. Students are to follow specific guidelines for special “Spirit Days”.

Please note: Only uniform or knee length walking shorts may be worn. No other types of shorts (no “short-shorts”) will be permitted.

The follow nay not be worn:

- shorts (see statement above)
- sandals, high/stacked heels, shoes without backstraps, mules, slides
- frayed or torn clothing
- low cut dresses or tops
- strapless tops, halter tops, no tank tops (of any kind) no tube tops
- bare midriff style tops
- oversized shorts/pants worn low on hips
- tight latex clothing
- sweatpants, exercise clothing
- hats (are allowed on playground only)
- no jewelry
- t-shirts with advertising and/or inappropriate language/pictures
- tight/skinny style, low cut jeans/pants

We ask the cooperation of parents in ensuring compliance with these guidelines before a student arrives at school on a “Free Dress” day. Students who do not adhere to free/spirit day guidelines will lose the opportunity to participate in the next free dress/spirit day. Students may always choose to wear school uniform on free dress or spirit day.

BOYS AND GIRLS:

All boys should have a pair of solid khaki pants in compliance with our uniform code, to be worn at all school Masses and other special occasions designated by the school. Likewise, all girls should have the uniform skirt or jumper to be worn at all school Masses and other special occasions.

Scout Uniforms are permitted on meeting days.

Jewelry, make-up, nail polish and acrylic nails are not permitted. Violation for nail polish may result in a donation of 50 cents to the Missions and must be removed. School approved neck chains that hold religious medals or crosses are permitted. For purposes of safety these should be small to moderate in size. Students may wear wrist watches of appropriate style and size. Bracelets, however, are not acceptable. Girls only, may wear earrings; gold stud or post earrings no larger than a pearl are the only style acceptable. One earring per ear – no hoops, dangle earrings or gauges. Only one ring is allowed.

Hair must be kept neat and clean at all times. Hairstyles should be conservative in nature. Dyes, “wraps” bleaching, dying, high or low lighting and tints are not permitted. Boy’s hair must be above ears, eyebrows and collar. Any hairstyle considered inappropriate by a school official will be subject to approval by the administration.

Neither tattoos nor body piercing are permitted.

If a student is not in keeping with dress code standards, parents will be notified. After receiving 3 uniform notices students will receive a detention, which will in turn affect behavior grade. The uniform policy will be enforced entering and leaving the school grounds. Students are expected to remain in uniform after school. Students may change 15 minutes prior to leaving for games with adult supervision. Parent cooperation in these matters is expected.

Please note: Students need to be in compliance with the uniform policies beginning on the first day of school. If students are not in correct uniform, hair included, a uniform notice will be issued to the student. This uniform notice is to be signed by a parent and returned the following school day. **Uniform notices that are issued for hair infractions will only be given 5 school days** to correct. Parents will be asked to pick up their child from school if hair is still not in compliance with the uniform policy after the 5 day grace period. **The uniform policy is strictly enforced throughout the entire school year.**

ST. COLUMBA PRESCHOOL:

St. Columba Preschool is committed to providing a nurturing atmosphere designed to develop the individual child's potential in a loving and Christian environment.

The preschool promotes love and respect of each child and projects a loving and spiritual atmosphere in their staff and families.

They provide a curriculum that helps to stimulate curiosity, encourages creativity, builds self confidence, and inspires a love of learning, so that each child may reach their God given potential.

The spiritual, mental and physical well being of each child is explored and nurtured at St. Columba Preschool.

The preschool program is designed for children 3 and 4 years old and those not yet ready for Kindergarten. Priority is given to St. Columba Parishioners and families with siblings already enrolled in St. Columba School. See St. Columba Preschool handbook for more information.

