



# **ST. CHRISTOPHER SCHOOL**

## **FAMILY HANDBOOK**

***2025-2026***

405 E. National Rd.    Vandalia, OH 45377  
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[scpschool.org](http://scpschool.org)

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# INTRODUCTION

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St. Christopher School is a Kindergarten through Grade 8 Catholic Elementary and Middle School under the Archdiocese of Cincinnati Catholic Schools Office.

The curriculum stresses academic achievement within a Christian community where children feel loved and respected by peers as well as teachers. Vatican II texts are used so that the St. Christopher School theology complies with the bishops of the world. United with each other in meaningful liturgy and prayer, the students can further come to an understanding of the Christian life. At St. Christopher, we are attempting to "teach as Jesus did."

The Archdiocesan curriculum guidelines, consistent with the State of Ohio guidelines, are followed for the teaching of all secular subject areas. The curriculum is marked by current content and fresh approaches to methodology. There is emphasis on principles rather than fact, on learning through problem solving rather than by precept. We strive to offer a program which makes use of many sources of reading material, a wide variety of audio-visual and technology tools, and a multi-text approach to the content areas.

## Administration

Pastor: Fr. Kyle Schnippel  
Principal: Melinda Trentman  
Office Manager: Kim Thompson  
Office Manager: Jacqui Schindler

## History

The history of St. Christopher Elementary School coincides with the history of St. Christopher Church. When Father Edwin J. Aufderheide began his ministry in Vandalia, within one year he immediately began making arrangements for Catholic education by transporting students to Sacred Heart Elementary School in Dayton. Two years later in September 1959, St. Christopher School opened admitting 235 children in grades one through eight. Through the years, the school has grown and is an integral part of the St. Christopher Church ministry.

## Mission Statement

St. Christopher Catholic School is a vital part of the mission of St. Christopher Catholic Church. Our mission is to build up God while also building up families and each other. We form students into extraordinary people with a focus on deeper faith, stronger minds, and bolder character.

## Philosophy

St. Christopher School endorses the call of the Catholic Bishops of the United States to express its educational ministry through the objectives of personal spirituality, social justice, and a strong academic program in accord with the Curriculum Guide for Catholic Schools in the Archdiocese of Cincinnati.

1. To develop the total Christian personality by instilling in the students a respect for life and reverence for Christian living.
2. To develop within the school a strong religious education program based on Catholic Theology, Scripture, Liturgical experience, and service, so that each child will grow and develop in the Christian way of life.
3. To facilitate the intellectual, social, and physical development of each child through a variety of instructional methods such as small and large group instruction, departmental classes, and other tools for basic knowledge and formation.
4. To aid students in evaluation of their own capabilities and vocational possibilities.

It is the consensus of the faculty that every human being has a right to pursue knowledge corresponding with one's dignity and God-given ability.

## Right to Amend

St. Christopher School reserves the right to amend this Handbook. Notice of amendments will be shared with parents through e-mail communication.

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# ACADEMIC POLICIES

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## Academic Probation

A student whose academic performance indicates serious deficiencies may be placed on academic probation. Academic probation is for students who can learn, but who choose not to learn. Students on academic probation will be placed on a two week improvement plan. At the end of the two week period, the student's academic progress will be assessed. Students whose average is an F will not be allowed to participate in any sport or academic competition until the grade has improved to a passing grade of D (70% or higher).

## Accreditation

St. Christopher School is accredited through and by the Ohio Catholic School Accrediting Association.

## Accurate Information Statement

Refusing to provide requested information to the school, or providing false, incomplete, or inaccurate information to the school, may result in the denial or revocation of admission and/or disciplinary action, up to and including suspension and expulsion.

## Admission Information

### Nondiscriminatory Policy

The governing body of St. Christopher School located at 405. E. National Road in Vandalia, Ohio 45377 has adopted the following racial nondiscriminatory policies.

St. Christopher School recruits and admits students of any race, color or ethnic origin to all its rights, privileges, programs and activities. In addition, the school will not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, employment, scholarship and loan programs, and athletic and other school administered programs.

St. Christopher School I will not discriminate on the basis of race, color, or ethnic origin in the hiring of its certified or non-certified personnel.

As openings become available, the following priorities will be used to accept students to St. Christopher School:

1. Members of St. Christopher Parish currently enrolled & siblings
2. Members of St. Christopher Parish according to date of registration
3. Members of St. John's Parish

4. Members of other Catholic Parishes
5. Non-Catholic/Non-Parish students

Children entering Kindergarten must be five years of age by September 30th. Students will be conditionally accepted into Kindergarten with full acceptance contingent on displayed readiness on the Kindergarten entrance test.

At the time of registration, all new students seeking admission to St. Christopher School are evaluated on the basis of current standardized test scores and report cards.

Requirements include:

- \*Verification of active parish affiliation/stewardship
- \*Health Records
- \*Immunization Records
  - +All students entering St. Christopher School must have current immunizations. The only exception to the policy is in the event that a student has an illness that would compromise his/her life by being immunized. Documentation of a compromising condition, such as, but not limited to, leukemia must be presented prior to acceptance.
- \*Birth Certificate (original)
- \*Baptismal Certificate (if applicable)
- \*Report Cards
- \*Standardized Test Results
- \*Record of IEP or 504 Plan
- \*State Tests

Students applying for admission in Grades 1-8 must present a copy of their last two report cards and any state or standardized test results. These will be reviewed to determine whether the program at St. Christopher School will meet the educational needs of the students. An interview with the student is part of the admission process.

Testing in some academic areas may be held for new incoming students in Grades 1-8.

All new students will be given a trial period of not less than ninety days in which to prove himself/herself both socially and academically. If during this trial period there are any problems, a student may be asked to withdraw his/her attendance at St. Christopher School. The recommendation and decision of the school is final. St. Christopher School is limited in its human capital resources and will make reasonable accommodations for learning differences when possible. St. Christopher School cannot accommodate students who have extraordinary learning differences. If after admission, the educational and/or behavioral needs of a student exceed what would be considered reasonable, the student may need to be separated from St. Christopher School. This decision will be made for the student's educational and/or behavioral needs to be fully met in another educational setting. If the decision to separate the student from St. Christopher School is made by the school, the student's tuition due would be prorated.

Non-Catholic students whose parents accept the philosophy of St. Christopher School will be accepted on a space available basis. Non-Catholic students are expected to attend all religious observances which includes Mass once a week along with daily religion classes.

### Cheating

Cheating of any type will not be tolerated. Students who choose to cheat face a failing grade, detention, suspension, and/or expulsion.

### Curriculum

The Archdiocesan curriculum guidelines, consistent with the State of Ohio guidelines, are followed for the teaching of all secular subject areas. The entire curriculum for the Archdiocese of Cincinnati is posted on the archdiocesan website.

St. Christopher School offers students opportunities for growth in the following major subjects:

### Religion

Catholic doctrine and tradition, Bible study, Catholic Social Teaching, Theology of the Body, preparation for the reception of the Sacraments of Reconciliation, and the Eucharist.

Liturgical services are held on every Wednesday and on Holy Days should they fall within our school week. Students and staff attend Mass every Wednesday morning from August through May. Students attend in prayer families grades K-8<sup>th</sup> grade. Students attend one penance service in Advent and in Lent. Kindergarten students are given six weeks to adjust to their new environment before attending Wednesday Mass with their prayer families.

Students in Grades 5 and 8 take the ACRE Assessment (Assessment of Catechesis of Religious Education) each Spring.

### Computer Literacy

Word Processing, Data Base, Spreadsheets, Web Design, Coding, Effective Use of Social Media, Internet Etiquette, appropriate and ethical use of E-devices, and Integration with Curricular Subjects, are all areas taught throughout the year.

### Fine Arts

Music, Visual Arts, Performing Arts, and Band are a part of the St. Chris curriculum. Band begins in the 5<sup>th</sup> grade and continues through 8<sup>th</sup> grade.

### Handwriting

Letter formation begins in Kindergarten and continues through first grade. Students in grades 2 through 4 are introduced to cursive writing in grade 2 and continue to practice through 4<sup>th</sup> grade.

## Language Arts

Reading, Phonics, English, Spelling, Vocabulary, Composition, Library Skills, Appreciation of Literature, and Non-fiction Reading are all part of our Language Arts curriculum.

## Mathematics

In order to allow teachers to meet students' individual needs in mathematics instruction, students in grades 6-8 are placed into math groups. These groups include: On-Level Mathematics (i.e., 6th Grade Math), Advanced Mathematics, and Honors Mathematics.

Students in Grade 8 taking Advanced Algebra, Honors Algebra, and Honors Geometry take the State End of Course Exams in May.

### Grade 6

The 6th grade math teachers will place students rising from Grade 5 into instructional math groups for Grade 6. Student math averages, ITBS math stanine scores, and teacher recommendation based on observations of student skills, effort, and ability determine placement. All 6th grade math groups will complete the same curriculum. Each group may work at a different pace or be given different homework assignments or enrichment as needed.

### Grade 7

At the end of Grade 6, students will be placed into instructional math groups according to their final math average, their STAR math score, ITBS math stanine averages, and teacher recommendation based on observation of student skills, effort, and ability. On-Level 7th Grade math will work through 7th Grade mathematics standards at their own pace. Advanced and Honors Pre-Algebra will complete 7th and 8th Grade Pre-Algebra Standards. Each group may work at a different pace or be given different homework assignments or enrichment as needed.

### Grade 8

At the end of Grade 7, students will be placed into instructional math groups according to their final math average, their STAR math score, ITBS math stanine averages, and teacher recommendation based on observation of student skills, effort, and ability. On-Level 8th Grade math will work through 8th Grade mathematics standards, at their own pace. Advanced and Honors Algebra will complete Algebra Standards.

Each group may work at a different pace or be given different homework assignments or enrichment as needed. Students in 7th Grade Honors Pre-Algebra are invited to also take Honors Geometry as an elective math course their 8th Grade year.

## Physical Education

Appropriate physical fitness programs are offered for each grade.

## Science

General Sciences and Laboratory Experiences, as well as Project Based Learning and STEM activities are part of the St. Chris curriculum.

## Social Studies

History, Geography, Economics, State History, World History, U.S. History and Current Events are part of the St. Chris curriculum.

## Spanish

Spanish class is offered beginning in 7<sup>th</sup> grade and continues through 8<sup>th</sup> grade. Vocabulary, common expressions, grammar, conversation, conjugation of verbs and culture are covered in this class.

## Homework

Formal home-study is assigned to help students become self-reliant and self-directed. Assignments are designed to reinforce daily lessons, to supplement and enrich class work, and to prepare for certain lessons through various experiences.

Since each student has different capabilities and interests, it would be difficult to denote the specific amount of time to be spent on an assignment. A good range would be 10 minutes for each Grade. For example, students in Grade 1 would have approximately 10 minutes of homework; Grade 3 – 30 minutes, etc. If a problem arises, the teacher should be contacted.

Homework may be assigned to students Monday through Friday. Homework will not be assigned during Christmas, Thanksgiving or Spring Break.

However, students enrolled in Algebra and/or Geometry may expect weekend homework.

## Homework due to Vacations/Planned Absences

The school calendar provides for extended weekends throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child's learning process. Missed assignments are the student's responsibility.

## Homework Policy Due to Illness

When a student is absent for three or more days, a parent may call the school office before 8:00 AM to arrange for homework assignments. Homework assignments may be picked up at the school office between 2:50 PM – 3:15 PM.

Students may also receive missed assignments from their teacher when they return to school. We prefer your child concentrate on getting well and get their missed assignments when they return.

Students will be allowed one day for each day of absence due to illness. For example, a student who was absent three days should be given three school days to complete the missed work.

### Grading Scale

A = 93 – 100

B = 85 – 92

C = 77 – 84

D = 70 – 76

F = 69 or below

### Promotion & Retention Policy

Advancement to the next grade in St. Christopher School is based on a student's daily performance, test results, recommendations of teachers, and the student's ability to complete work successfully on a more advanced level.

Promotion to the next grade depends on successful completion of all subject areas. The Administration may recommend the repetition of a grade, tutoring, or summer school classes as a requirement for promotion when, after conferences with teachers and parents, it is believed that such action will better prepare the student academically or emotionally for the next grade.

### Report Cards

Report Cards are important tools for communication. Report Cards will be given four (4) times during the academic school year.

No student will be given a Report Card if tuition, library fines, cafeteria fees, or St. Christopher Child Care Center Program fees are in arrears.

### Testing

We formally assess the academic growth of every student, three times per year, using a national standardized assessment tool. The ACRE Test (Assessment of Catechesis Religious Education) is given to students in Grades 5 and 8. The Iowa Test of Basic Skills is no longer required by the State of Ohio.

# ATTENDANCE POLICIES

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## Absences

When a student is absent from school, a parent must call the office by 8:00 a.m. each day of the absence. If the office does not receive a call, a parent will be contacted. This policy is for the protection of the St. Christopher students and is aligned with the state statutes of the State of Ohio.

Students should be fever free for 24 hours before returning to school. Students who are sent home during the school day with a fever will not be allowed to return to school the next day as this would not allow for the 24 hour protection of the entire school community.

A written statement giving reasons for the absence or tardiness must be brought to the student's teacher upon the student's return. These notes/letters will be retained in the office for one year. Should absence for any reason other than illness seem imperative, parents are requested to consult with the school staff and present a written reason for the absence.

The school calendar provides for extended weekends throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child's learning process. Missed assignments are the student's responsibility.

Students who are absent due to illness have one day for each day of absence to make up the missed assignments, quizzes or tests. For example, a student who was absent three days would be given three school days to complete the missed work.

When a student is absent for three or more days due to illness, a parent may call the school office before 8:00 AM to arrange for homework assignments. Homework assignments may be picked up at the school office between 2:50 PM – 3:15 PM. Students may also receive missed assignments from their teacher when they return to school.

Teachers are not required to give make-up tests or assignments for absences due to vacations prior to scheduled school vacations. Teachers will have assignments and tests for students when they return from their vacation. No assignment will be given in anticipation of the vacation.

Arrangements for regular classroom tests missed because of an absence are to be made with the individual teachers. These tests must be taken within one week of the original test date.

## Attendance

Students are required to attend school regularly. Absentees miss valuable class instruction. Consequently, parents must consider it a serious obligation to have their children attend school daily. Please try to avoid doctor and dental appointments during school hours. It is disruptive to the teachers and students learning in the classroom.

Call the school office (937-898-5104) between 7:50 a.m. and 8:10 a.m. each day when your child will be absent. In addition to reporting your child absent, a written excuse stating the reason for the absence signed by the parent is required when the child returns to school. A doctor's note will be required after 3 consecutive days or frequent absences.

Arriving after 7:45 a.m. is considered to be tardy. Students in K-8 must be in their classrooms and in their seats by 7:45 a.m. or they will be marked tardy and it will be recorded as an unexcused tardy unless they arrive with an excuse from the doctor.

Students will not be permitted to leave school during school hours without authorization of persons indicated in the students file or parent permission. If your child is to be excused from school during any part of the school day, a written note from the parents stating the reason is required. When leaving the building for an appointment, the parent must sign out the student in the office. Upon returning, the child must return to the office and the parent must sign in the child.

### Tardy Policy

The school day starts promptly at 7:45 AM. Students are to be in their homeroom at the time the bell rings. Any student who arrives at the building after 7:45 AM will need to report to the office to sign in. Students with 3 unexcused lates/tardies in a month will receive an after-school detention. Each additional tardy, after the third, will result in a one day suspension. After 3 one day suspensions, this will be considered a Class C offense and the consequence could be expulsion. We are putting an emphasis on punctuality. Being on time is important to the smooth operation of a school.

### Attendance and Truancy Procedures

Stage #1: 5 days in a month or 10 days for the year (includes Excused and Unexcused absences).

- School sends a Notice of Excessive Absences Letter to the parent.

Stage #2: 5 consecutive days or 7 days in a month or 12 days for the year (including Excused and Unexcused Absences).

- School sends an Absence Intervention Notification Letter to the parent.
- Student is assigned to an Absence Intervention Team (this team will include the student, parent, and school staff).
- Within 14 days after the assignment, the team will implement, develop, and document an absence intervention plan.

Stage #3: The school will monitor improvement. If the student does not make progress on the plan within 31 days or continues to be excessively absent, the school may suspend or expel the student, and file a complaint in the juvenile court.

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## COVID-19 RISK ACKNOWLEDGEMENT

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St. Christopher School will evaluate and consider the health and safety guidelines recommended by the CDC and the local health department.

Despite the progress made in combating COVID-19, we, the undersigned parent(s) and student, acknowledge and agree that, as a student at St. Christopher School and as parent(s) of that student, entering in the school or being on the premises, having personal contact with teachers, classmates, and other St. Christopher School staff, still involves a certain degree of risk, namely of parent(s) and/or student acquiring a communicable disease, including COVID-19, and then potentially passing it on to others, including family members. Due to the highly contagious nature of COVID-19, the characteristics of the virus, and the close proximity of students (and their parent(s)), teachers, and staff at St. Christopher School, there may still be an elevated risk of contracting the disease simply by being in the building, on the premises, or at any St. Christopher School function. This risk may be even greater for those who are not vaccinated for COVID-19 and those who do not wear a face mask.

By signing this Handbook Form, we acknowledge and agree that after carefully considering the risks involved, and having the opportunity to discuss these risks with any healthcare professional(s) of our choosing, we voluntarily and willingly accept those risks and acknowledge that in-person learning and other in-person school activities and functions, is the choice of each family, including ours. If student or parent(s) who visit St. Christopher School have underlying health concerns which may place them at greater risk of contracting any communicable disease, including COVID-19, we acknowledge and agree that we will consult with a health care professional before student or parent(s) return to St. Christopher School, attend any St. Christopher School function, or visit St. Christopher School.

Moreover, we acknowledge that while any safety and precautionary measures we take on our own (e.g., wearing a facemask or being vaccinated for COVID-19) may reduce possible exposure to the risk of contracting a communicable disease, the possibility of serious illness and death remains. We do hereby accept and assume sole responsibility for any illness acquired by student or parent(s) while at St. Christopher School or any St. Christopher School function, including possible infection with COVID-19.

We further acknowledge, understand, and agree that we have obligations to the school and parish, its employees/staff members, students, and others to take certain precautions and make certain disclosures to prevent the spread of COVID-19, as outlined by the CDC, the State of Ohio, and/or and the applicable local public health department. It is the school's responsibility to design policies, health and otherwise, for the entire student body and we agree to follow those policies.

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# DISCIPLINE

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## Code of Conduct

To have a safe and effective teaching and learning environment, it is necessary to have a code of conduct indicating offenses and consequences in regards to student behavior. The Code of Conduct helps guide students and correct poor choices that may interrupt the order that is needed to best serve our student population.

With this in mind this Code of Conduct defines offenses into three groups (A, B and C) and the subsequent consequences from least serious to most serious.

St. Christopher School reserves the right to modify these offenses and consequences, if we determine an action to be inappropriate to the teaching and learning environment and in keeping with Catholic values and teachings.

St. Christopher School also routinely recognizes all students who exhibit strong values, cooperation and leadership. Additionally, perfect attendance, punctuality, and zero demerits/detentions will also be recognized.

## Consequences & Disciplinary Actions

### Demerit

They may be issued for a breach of classroom and/or school rules. Parents are provided the demerit form with a written notification of the infraction. Accumulation of three demerits in a quarter will result in a Wednesday detention. Demerits do not accumulate over the year and are forgiven at the end of the quarter.

### Noon Detention

The student will have one's lunch and recess period in the Principal's office for a 30 minute period.

### After School Detention

Assigned from 2:45 PM to 3:45 PM every Wednesday. Parents are notified with written notification. Students receiving three or more demerits in a quarter will receive a Wednesday detention.

### In-School Suspension

The student will be required to report to school each day and will be placed in an isolated area to complete their school work. The student is ineligible to participate in any school activity, practice or performance.

### Out of School Suspension

The student is not permitted to attend school for a period of time not to exceed 10 consecutive days. The student is ineligible to participate in any school activity, practice or performance. A meeting with the student, parent, and principal is required. The suspension notice will be in writing with the type of offense clearly stated. The student will still be responsible for completing homework while on suspension and making up quizzes/tests upon return from suspension.

### Expulsion

The student is removed permanently from school due to a Type C student violation or continual disregard and disobedience of our Code of Conduct.

### Success Plan

Students that accumulate six demerits in a quarter will be placed on a Success Plan. The school and parents will meet with the student to create an agreement on a plan to improve on detrimental student behaviors. The plan is a commitment by the student to immediately improve and sustain their behavior and/or academic effort to an acceptable level to remain a student at St. Chris School. The student's primary teacher will provide a written progress report to the student and parents every two weeks. The goal of the Success Plan is that the plan will no longer be necessary due to a positive change in the student's behavior and/or academic effort.

### Offenses and Consequences:

#### Group A Offenses:

- Disobedience/non-compliant behavior
- Disrespect
- Cheating/dishonesty
- Disruptive behavior
- Inappropriate language/materials/obscene gestures/inappropriate dress
- No gum
- Unexcused Tardy
  - The school day starts promptly at 7:45 AM. Students are to be in their homeroom at the time the bell rings. Any student who arrives at the building after 7:45 AM will need to report to the office to sign in. Students with 3 unexcused lates/tardies in a month will receive an after-school detention. Each additional tardy, after the third, will result in a one day suspension. After 3 one day suspensions, this will be considered a Class C offense and the consequence could be expulsion. We are

putting an emphasis on punctuality. Being on time is important to the smooth operation of a school.

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#### Group A Consequences:

- Apology
- Follow teacher classroom rules and consequences
- Demerit
- After School Detention

#### Group B Offenses:

- Extreme or Repeated Group A Offenses
- Inappropriate or disparaging use of media or social media by student or parent
- Threaten assault
- Extorting money or anything else of value from another student
- Vandalism or destruction of school property or personal property of students, staff or visitors
- Stealing
- Possession/use of tobacco or e-smoking
- Leaving assigned area on school property/school event or leaving school property without permission
- Fighting on school property, en-route to and from school or at any school event. A genuine effort to avoid engaging in an altercation must be evident on the part of the responding party.
- Plagiarism
- Cutting class
- Bullying/hazing/harassment- verbal or physical
- Disruption of school or any related event
- Misuse of school property
- Public display of affection
- Sexual harassment

#### Group B Consequences:

- Apology
- Demerit(s)
- After School Detention
- Suspension
- Success Plan

#### Group C Offenses:

- Extreme or Repeated Group A or Group B Offenses
- Inappropriate or disparaging use of media or social media by student or parent
- Assault on student or staff member
- Possession, use, transmission of narcotics, alcohol and other drugs, substances or paraphernalia, including passing off a substance as a narcotic (for example oregano being passed off as marijuana)

- Transmission concealment, creation handling and use of firearms or any other instrument that could do harm or cause fear (knives or chains)
- Arson
- False alarms and bomb threats
- Violation of the Ohio Revised Code
- Sexual Misconduct
- Repeated school offenses and failure to successfully complete the Success Plan

#### Group C Consequences:

- Apology
- Demerit
- After School Detention
- Emergency Removal
- Suspension
- Success Plan
- Withdrawal
- Expulsion

Miscellaneous: No discipline issued pursuant to any Handbook shall bind the School to issue the same, or even comparable, discipline to other students in the future. Nor will any form or extent of discipline be construed as a precedent for how discipline will be imposed moving forward. Rather, the School reserves sole judgment and discretion in disciplining students based on the particular circumstances of each incident, including but not limited to the respective age(s) of the student(s) involved, the student(s)' perceived maturity level, the conduct at issue, the student(s)' attitude and degree of cooperation, the student(s)' disciplinary history, and any other aggravating or mitigating circumstances the School deems present. Nothing in this section, or anywhere else in this Handbook, limits or otherwise constrains the School's authority, discretion, judgment, or responsibility in any student disciplinary matters.

#### Student Responsibilities and Student Conduct

Before school students are to:

- Arrive on time between 7:30 AM up to the tardy time at 7:45 AM. Students will be marked tardy if they arrive in the classroom after 7:45 AM.

In the classroom students are to:

- Be attentive, respectful and cooperative
- Complete assigned class work homework and come prepared
- Observe classroom rules

In the hallway students are to:

- Walk quietly at all times
- Extend courtesy and kindness to students and adults
- During recess students are to:
  - Share and show courtesy and kindness in their play
  - Seek and receive permission from the adult supervisor before reentering the building
  - Inform adult supervisor if playground equipment out of designated play areas
  - No food, drink or gum is allowed outside for lunch time recess

In the cafeteria students are to:

- Remain seated in their designated areas and talk quietly while eating
- Clean up their table
- Stay seated until dismissed by an adult

## Other Disciplinary Items

### Bullying & Cyberbullying

#### 1. General

- a. It is the policy of St. Christopher (the “School”) that any form of harassment, intimidation, or bullying, regardless of where, how, or when it takes place, is expressly forbidden.
- b. The School’s internet and computer system may not be used to engage in harassment, intimidation, or bullying. The “Student Responsible Use of Technology” form must be signed by each student and on file with the School.
- c. The School reserves the right to impose discipline for harassing, intimidating, bullying, and other inappropriate behavior that takes place off school grounds and outside school hours.

#### 2. Definition of Terms

- a. “Electronic act” means an act committed through the use of a cellular telephone, computer, pager, personal communication device, or other electronic communication device.
- b. “Harassment, intimidation, or bullying” means either of the following:
  - i. Any intentional written, verbal, electronic, or physical act that a student has exhibited toward another particular student more than once and the behavior both:
    1. Causes mental or physical harm to the other student; and
    2. Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.
  - ii. Violence within a dating relationship.
- c. “Harassment, intimidation, or bullying” also means electronically transmitted acts i.e., by Internet, social media/network, blog, cell phone, personal digital assistant (PDA), wireless hand-held device, or other electronic communication device, that a student has exhibited toward another particular student more than once and the behavior both:
  - i. Causes mental or physical harm to the other student; and

- ii. Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.
  - d. In evaluating whether conduct constitutes harassment, intimidation, or bullying, special attention should be paid to the words chosen and the actions taken, whether such conduct occurred in front of others or was communicated to others, how the offender interacted with the victim, and the motivation, either admitted or appropriately inferred. Accordingly, what may constitute harassment, intimidation, or bullying in one circumstance might not constitute such in another. As in all disciplinary matters, the School will make this determination utilizing its educational discretion and judgment.
3. Types of Conduct
- a. Harassment, intimidation, and bullying can include many different behaviors including, but not limited to, overt intent to ridicule, humiliate, or intimidate another student. A non-exhaustive list of examples of conduct that could constitute prohibited behaviors include:
    - i. Engaging in unsolicited and offensive or insulting behavior;
    - ii. Physical violence and/or attacks;
    - iii. Threats, taunts, or intimidation through words and/or gestures;
    - iv. Extortion, damage, or stealing of money and/or possessions;
    - v. Exclusion from the peer group or spreading rumors; and
    - vi. Repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies, computers, cell phones, other electronic devices, the Internet, online websites, blogs, or social media/networks (also known as “cyber-bullying”). Examples of cyber-bullying include, but are not limited to, the following:
      - 1. slurs on the Internet, websites, blogs, or social media/networks;
      - 2. Sending abusive or threatening instant messages, text messages, emails, or other communications through the Internet, websites, blogs, or social media/networks;
      - 3. Taking embarrassing photographs of students and posting them online or otherwise distributing them; and
      - 4. Using the Internet, websites, blogs, social media/networks, or electronic communication devices to impersonate another individual or circulate gossip or rumors to other students.
4. Complaints
- a. Formal Complaints
    - i. Students and/or their parents/guardians may file reports regarding suspected harassment, intimidation, or bullying. Such written reports shall be reasonably specific including persons involved, number of times and

places of the alleged conduct, the target of the suspected harassment, intimidation, or bullying, and the names of any potential witnesses. Such reports may be filed with any School staff member or administrator, and they shall be promptly forwarded to the principal or his/her designee.

b. Informal Complaints

- i. Students and/or their parents/guardians may make informal complaints of conduct that they consider to be harassment, intimidation, or bullying by verbal report to a teacher, School administrator, or other School personnel. Such informal complaints shall be reasonably specific as to the actions giving rise to the suspicion of harassment, intimidation, or bullying, including persons involved, number of times and places of the alleged conduct, the target of the prohibited behavior, and the names of any potential witnesses. A School staff member or administrator who receives an informal complaint shall promptly document the complaint in writing, including the above information. This written report by the School staff member and/or administrator shall be promptly forwarded to the principal or his/her designee.

c. Anonymous Complaints

- i. Students who make informal complaints as set forth above may request that their name be maintained in confidence by the School staff member or administrator who receives the complaint. The anonymous complaints shall be reviewed and reasonable action will be taken to address the situation, to the extent such action may be taken that (1) does not disclose the source of the complaint, and (2) is consistent with the concept of fairness to the student alleged to have committed acts of harassment, intimidation, or bullying.

5. School Personnel Responsibilities

a. Teachers and Other School Staff

- i. Teachers and other School staff who witness acts of harassment, intimidation, or bullying, as defined above, shall promptly notify the principal or his/her designee of the event observed, and shall promptly document the events witnessed. Teachers and other School staff who receive student or parent reports of suspected harassment, intimidation, or bullying shall promptly notify the principal or his/her designee of such reports. If the report is a formal, written complaint, such complaint shall be forwarded promptly to the principal or his/her designee. If the report is an informal complaint by a student that is received by a teacher or other staff member, he or she shall document the informal complaint and promptly forward it to the principal or his/her designee.

- ii. In addition to addressing both informal and formal complaints, School personnel are encouraged to address the issue of harassment, intimidation, and bullying in other interactions with students. School personnel may find opportunities to educate students about harassment, intimidation, or bullying and help eliminate such prohibited behaviors through class discussions, counseling, and reinforcement of socially appropriate behavior. School personnel should intervene promptly whenever they observe student conduct that has the purpose or effect of ridiculing, humiliating, or intimidating another student or individual, even if such conduct does not meet the formal definition of harassment, intimidation, or bullying set forth above.

b. Administrator Responsibilities

i. Investigation

1. The principal or his/her designee shall be promptly notified of any formal or informal complaint of suspected harassment, intimidation, or bullying. Under the direction of the principal or his/her designee, all such complaints shall be investigated promptly. The principal or his/her designee shall document the investigation, including any conversations with the alleged offender, victim, students, or other witnesses. Written statements may also be obtained from these individuals.
2. Notwithstanding the foregoing, when a student making an informal complaint has requested anonymity, the investigation of such complaint shall be limited as is appropriate in view of the anonymity of the complaint. Such limitation of investigation may include restricting action to a simple review of the complaint (with or without discussing it with the alleged offender), subject to receipt of further information and/or the withdrawal by the complaining student of the condition that his/her report be anonymous.

ii. Response

1. Verified acts of harassment, intimidation, or bullying shall result in an intervention by the principal or his/her designee. The intention of such intervention is to ensure that the prohibition against harassment, intimidation, and bullying is enforced, with the goal that any such prohibited behavior will end.
2. When acts of harassment, intimidation, or bullying are verified and a disciplinary response is warranted, students are subject to the full range of disciplinary consequences, including suspension and

expulsion. Anonymous complaints that are not otherwise verified, however, shall not be the basis for disciplinary action.

3. Harassment, intimidation, and bullying behavior can take many forms and can vary dramatically in seriousness and impact on the victim and other students. Accordingly, there is no one prescribed response or discipline to verified acts of harassment, intimidation, or bullying. The forms of discipline listed in this Handbook are guidelines, and the School may use other disciplinary measures as the situation warrants. The decision whether to impose discipline and, if so, to what extent, is left to the professional and educational discretion of the principal or his/her designee.
4. Once harassment, intimidation, or bullying has been verified, the principal or his/her designee should monitor the situation to determine whether there have been additional incidents of harassment, intimidation, or bullying, or retaliation from the offender or other parties. Additionally, the principal or his/her designee may inform School personnel of the incident and instruct them to monitor the victim and the offender for indications of harassing, intimidating, bullying, or retaliatory behavior. School personnel are to intervene when prohibited behaviors are witnessed.

iii. Reporting

1. Report to the Parent or Guardian of the Offender

- a. If after investigation, an act of harassment, intimidation, or bullying by a specific student is verified, the principal or his/her designee shall notify the offender's parent/guardian of that finding. The parent/guardian shall also be notified of any disciplinary consequences imposed against that student.

2. Report to the Parent or Guardian of the Victim

- a. If after investigation, an act of harassment, intimidation, or bullying against a specific student is verified, the principal or his/her designee shall notify the victim's parent/guardian of such finding.

3. Police and Child Protective Services

- a. Allegations of criminal misconduct will be reported to law enforcement, and suspected child abuse will be reported to Child Protective Services, consistent with the Archdiocese Decree on Child Protection and Ohio law. All School

personnel must cooperate with investigations by outside agencies.

### Cell Phones

St. Christopher has a strict cell phone policy. During school hours a student's cell phone should not be visible or audible. That means cell phones should be turned off and stored in a locker or book bag. Students are not allowed to carry cell phones in their pockets.

If a phone is seen or heard at any time, it will be confiscated and taken to the office. One of the student's parents/guardians will need to come to school to retrieve the phone. The administration reserves the right to search the contents of a confiscated cell phone.

### Cheating

Cheating of any type will not be tolerated. Students who choose to cheat face a failing grade, detention, suspension, and/or expulsion.

### Drugs and Alcohol

Students who possess drugs and/or alcohol at school or at any school function face suspension and/or expulsion.

### Gum

Students should not chew gum at school at any time in the school building. This includes before school, during school, and after school. Disciplinary action will occur for students who are chewing gum during the course of the school day or during morning or afternoon carpool.

### Harassment

Harassment of any type is not tolerated. The Principal investigates all complaints of harassment. Students involved in harassing behavior face detention, suspension, and/or expulsion. Please see the above policy on Bullying.

### School Safety

St. Christopher School attempts to provide a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats, seriously or in jest, in person or online, face detention, suspension, and/or expulsion.

Harassment of any type is not tolerated. The Principal investigates all complaints of harassment. Students involved in harassing behavior face detention, suspension, and/or expulsion.

In the event that the school suspects danger to a student or the school community, the school reserves the right to call the police.

### Search and Seizure

Students have the right to privacy of their person and property, but may be searched by the principal or his designee with just cause or suspicion. This includes cell phones and other electronic devices

Items or materials considered disruptive to the educational process or items possessed in violation of the student code can be confiscated by teachers or staff.

Desks and lockers are considered property of St. Chris School and are subject to inspection by the principal or his designee in case of an emergency or reasonable suspicion of a violation of the student code of conduct.

### Sexting

Students involved in possession or transmission of inappropriate photos on their cell phones or other electronic devices face suspension and/or expulsion. In accordance with the law, the Police Department will be notified.

### Media & Social Media

Engagement in any public forum (online, in print, or otherwise) may result in disciplinary actions, if the content of the student's or parent's engagement includes defamatory comments regarding the school, the faculty, other students, other parents, or the parish. Please also review the Technology & Responsible Use section and submit the corresponding form.

### Student Confidentiality

St. Chris teachers, aides, substitute teachers, volunteers, administration and office personnel are privy to confidential information about a student, the student's family or a situation that requires confidentiality. Teachers, staff members, and volunteers entrusted with this knowledge must be ethical and professional. It is important that this information be held in confidence and we do not breach this level of trust.

### Texting

Students should not be in possession of cell phones during the course of the school day and, therefore, should not be texting. Students texting at school face detention, suspension and/or expulsion.

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## DRESS CODE

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### Purpose

Our dress code is primarily designed for three purposes. One, to provide consistency in dress. Two, to provide equity in dress (i.e., level the playing field with respect to income and fashion). And three, to encourage what the Catechism of the Catholic Church calls “purity of heart”. Purity of heart “enables us to see according to God, to accept others as ‘neighbors’; it lets us perceive the human body - ours and our neighbor's - as a temple of the Holy Spirit, a manifestation of divine beauty” (CCC 2519).

Simply stated, we want our students to see their bodies as temples of the Holy Spirit. This standard requires one to clothe one’s temple (i.e., body) not only appropriately, but also suitably, given the circumstance. In this context, the circumstance is learning in a Catholic school room.

### Vendors

You may purchase student uniform clothing from any vendor with two exceptions:

1. **Gym Uniforms** require our school logo and, therefore, must be purchased through our vendor, Educational Apparel (see below).
2. **Quarter-Zips** also require our school logo and, therefore, must be purchased through Educational Apparel.

Educational Apparel LLC

Phone 1-614-876-3030

School ID #: 150

[www.educationalapparel.com](http://www.educationalapparel.com)

### General Comments (Applicable All Year)

- Clothing must be modest and appropriate for school, as determined by the school staff.
- Clothing must not be over revealing, too tight, have inappropriate writing/graphics or have holes/rips/tears in them.
- St. Christopher School reserves the right to make the final decision on the appropriateness of clothing and grooming.

	<b>Pants/Shorts</b>	<b>Jumpers, Skirts, Skorts</b>	<b>Leggings/Tights</b>
<b>Grades K-5</b>	<p>Solid Navy uniform-style pants or shorts; must have pockets.</p> <p>Material must be uniform-style material. Sweatpants, tights, and legging type materials are not permitted.</p> <p>Shorts must be no more than three inches above the knees.</p> <p>Nov-Feb: Shorts are not permitted.</p>	<p>Solid Navy jumper (Education Apparel or comparable style)</p> <p>Solid Navy skirt/skort</p> <p>Jumpers/Skirts/Shorts must be no more than three inches above the knees.</p> <p>Spandex shorts must be worn under jumpers/skirts.</p> <p>Nov-Feb: leggings or tights must be worn under jumpers/skirts/skorts.</p>	<p>Solid Navy, Gray or White leggings/tights may be worn under jumpers, skirts, skorts or gym shorts.</p>
<b>Grades 6-8</b>	<p>Solid Navy or Khaki uniform-style pants or shorts; must have pockets.</p> <p>Material must be uniform-style material. Sweatpants, tights and legging type materials are not permitted.</p>	<p>Solid Navy skirt/skort</p> <p>Jumpers/shorts/skirts must be no more than three inches above the knees.</p> <p>Spandex shorts must be worn under skirts.</p>	<p>Solid Navy, Gray or White leggings/tights may be worn under jumpers, skirts, skorts or gym shorts.</p>
	<b>Shirts</b>	<b>Quarter-Zips with Logos</b>	<b>Sweaters</b>
<b>Grades K-8</b>	<p>Solid Navy, Gray or Maroon polo shirt.</p> <p>Short or long sleeved. No ruffles.</p> <p>Must have a collar.</p>	<p>Solid Navy, Gray or Maroon Quarter-Zip spring/dri-fit or winter/fleece pullover sold by Education Apparel with the St. Christopher logo.</p> <p>Sweatshirts are not permitted</p>	<p>Solid Navy, Gray or Maroon cardigan sweaters; must be waist length.</p>

	<b>Shoes</b>	<b>Socks</b>	<b>Belts</b>
<b>Grades K-8</b>	<p>Sturdy, fully-enclosed, non-skid shoes.</p> <p>No flip-flops, slides, sandals or Croc-like shoes.</p> <p>No wheeled, noise or light up shoes.</p> <p>No heels.</p>	Any Navy, Black, Gray or White socks with or without a logo.	<p>Pants must be worn on the hip/waist, so students are encouraged to wear belts.</p> <p>Solid Navy, Black or Brown.</p> <p>No patterns or logos.</p> <p>Suspenders are not allowed.</p>
	<b>Necklace</b>	<b>Earrings</b>	<b>Other</b>
<b>Grades K-8</b>	A single religious medal or cross may be worn on a short chain.	Single button/stud style earrings are permitted; no dangling or hoop earrings.	All accessories must be school colors and not distracting.
	<b>Gym Shirts</b>	<b>Gym Shorts</b>	<b>Sweatpants</b>
<b>Gym</b>	Solid Gray or Gray/Navy dri-fit shirt <u>with St. Christopher logo</u> .	<p>Solid Navy Blue dri-fit or mesh shorts <u>with St. Christopher logo</u>.</p> <p>Leggings may be worn under gym shorts.</p>	Solid Navy sweatpants with or without St. Christopher logo.
	<b>Shirts</b>	<b>Pants</b>	<b>Shorts</b>
<b>Out-of-Uniform Day (1st Friday)</b>	<p>No tank tops or half cut shirts.</p> <p>No spaghetti straps.</p>	<p>Leggings/Yoga/Spandex pants may <u>not</u> be worn as pants alone. A dress, skirt/skort or shorts must be worn over them that are no more than 3 inches above the knee.</p> <p>No pajama pants.</p> <p>No pants with holes/rips/tears.</p>	<p>No shorter than three inches above the knee.</p> <p>No spandex or lycra shorts.</p>

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## HEALTH SERVICES

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### Allergy Policy

St. Christopher School recognizes that an allergy is an important condition affecting many school children and positively welcomes all pupils with allergies.

This school encourages children with allergies to achieve their potential in all aspects of school life by having a clear policy that is understood by school staff and pupils. Teachers and new staff are also made aware of the policy. All staff who come into contact with children with allergies are provided with training on allergies from the school nurse who has had specialized training. Training is updated as needed.

### Asthma/Allergy Medication

Immediate access to reliever inhalers and Epi-Pens is vital. Children are encouraged to carry their reliever inhaler/ Epi-Pen. Parents are asked to ensure that the school is provided with a labeled spare reliever inhaler/Epi-Pen. All inhalers/Epi-Pens must be labeled with the child's name. It is the responsibility of the parent to make sure that all medications are unexpired. These medications need to be picked up on the last day of the school year. Any medications left will be thrown out before the next school year begins.

### Record Keeping

At the beginning of each school year, or when a child joins St. Christopher Catholic School, parents are asked to submit a child's medical record. From this information the school keeps its asthma/allergy registry which is available for all school staff. If medication changes in between times, parents are required to inform the school.

### The School Environment

The school does all that it can to ensure the school environment is favorable to children with asthma or allergies. As much as possible, the school does not use chemicals in science and art lessons that are potential triggers for children with asthma or allergies. St. Christopher School makes no claim to be a peanut-free school.

### Food Allergy Policy

St. Christopher School recognizes that life threatening food allergies are an important condition affecting many school children and positively welcomes all pupils with food allergies. In order to minimize the incidence of life threatening allergic reactions, St. Christopher School will maintain a system-wide procedure for addressing life threatening allergic reactions and maintain an Emergency Action Plan for any student whose parent and physician has informed the school in writing that the student has a potentially life threatening allergy.

## Classrooms

Teachers must be familiar with the Emergency Action Plan of students in their classes and respond to emergencies as per the emergency protocol documented in the Emergency Action Plan.

In the event of a suspected allergic reaction (where there is no known allergic history), the school nurse will be called and the school's Emergency Response Plan activated. The emergency medical services will be called immediately.

Information will be kept about students' allergies in the classroom and in the substitute emergency folder, accessible by teachers, substitutes or other responsible adults as well as in the main school office.

All teachers and substitutes will be educated about the risk of allergies.

A parent of a student with food allergies is responsible for providing all food for his/her own child. Snacks will be kept in a separate snack box or chest provided by the parent or guardian.

Tables will be washed with soap and water following any food related events held in the classroom.

Proper hand cleaning techniques will be taught and encouraged before and after the handling/consumption of food.

## Field Trips

Students with allergies who participate in school sponsored field trips may face challenges to their physical health. St. Christopher School will make reasonable accommodations for all students and will inform field trip chaperones regarding a student's allergy issues. Every effort will be made to provide a safe learning experience for all students. A field trip generally occurs in a less controlled environment where allergen triggers may be present. If a parent is concerned about a child's presence on a field trip due to the child's special health needs, a parent may choose to keep their child at home on the day of the field trip. If a child has an EpiPen prescribed to them then this will be taken on the field trip. There will also be an additional EpiPen located in the emergency kit located on the bus or with the teacher.

## Medications

If a child must take any medication in school which is prescribed by a doctor, that medication must be sent to the School Nurse in the container received from the pharmacy and must have on its label the following information:

1. Child's name
2. Name of doctor prescribing the child's medication
3. Frequency
4. Dose
5. Date

All non-prescription medication (cough drops, lip balm, etc.) should be taken to the School Nurse/School Office with the following information:

1. Child's name
2. Frequency
3. Dose
4. Date

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# PARENTS AS PARTNERS

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## Parents As Partners

As partners in the educational process at St. Christopher School, we ask parents:

- To set rules, times, and limits so that your child:
  - Goes to bed early on school nights.
  - Arrives at school on time and is picked up on time at the end of the day.
  - Is dressed according to the school dress code.
  - Completes assignments on time.
  - Has lunch money or nutritional sack lunch every day.
- To actively participate in school activities such as Parent-Teacher Conferences.
- To see that the student pays for any damage to school books or property due to carelessness or neglect on the part of the student.
- To notify the school with a written note when the student has been absent or tardy; (these notes are kept for one year).
- To notify the school office of any changes of address or important phone numbers.
- To meet all financial obligations to the school.
- To inform the school of any special situation regarding the student's well-being, safety, and health.
- To complete and return to school any requested information promptly.
- To read school notes and newsletters and to show interest in the student's total education.
- To support the religious and educational goals of the school.
- To attend Mass and teach the Catholic faith by word and example.
- To support and cooperate with the discipline policy of the school.
- To treat teachers with respect and courtesy in discussing student problems.
- To refrain from negative comments about students, teachers, or the administration in the media or on social media. Engagement in any public forum (online, in print, or otherwise) may result in disciplinary actions, if the content of the student's or parent's engagement includes defamatory comments regarding the school, the faculty, other students, other parents, or the parish.

## Parent's Role in Education

We, at St. Christopher School, consider it a privilege to work with parents in the education of children because we believe parents are the primary educators of their children. Therefore, it is your right and your duty to become the primary role models for the development of your child's life---physically, mentally, spiritually, emotionally, and psychologically. Your choice of St. Christopher School involves a commitment and exhibits a concern for helping your child to recognize God as the greatest good in your child's life.

Once you have chosen to enter into a partnership with us at St. Christopher School, we trust you will be loyal to this commitment. During these formative years, your child needs constant support from both parents and faculty to develop one's moral, intellectual, social, cultural, and physical endowment. Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest of challenging, yet nourishing, the student to reach his/her potential. It is vital that both parents and teachers remember that allowing oneself to be caught between the student and the other partner will never have positive results. To divide authority between school and home or within the home will only teach disrespect of all authority. If there is an incident at school, you as parents must make investigation of the complete story as your first step. Evidence of mutual respect between parents and teachers will model good mature behavior and relationships. Speaking negatively about a child's teacher at home will only create an attitude of distrust toward the teacher, the school, and the parent.

Students are naturally eager to grow and learn. However, sometimes in the process of maturation new interests may cause them to lose focus. As this natural process occurs, the student needs both understanding and discipline. At times, your child may perceive discipline as restrictive. However, it is boundaries and limits which provide a young person with both guidance and security.

It is essential that a child take responsibility for grades he/she has earned (student grades are earned not given by teachers) and be accountable for homework, long-term assignments, major tests, service projects, and all other assignments. Parents are encouraged to let their child experience a logical consequence for an inappropriate action or behavior. This responsibility also extends to times of absence.

Together, let us begin this year with a commitment to partnership as we support one another in helping your child to become the person God created them to become.

### Parent Teacher Organization

The St. Christopher Parent Teacher Organization works to support and enhance the educational ministry of the school. Fund-raising, parent education, and building community are goals of this organization.

Annual dues for the St. Christopher PTO is \$15.00.

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## STUDENT LIFE

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### Birthday Observances

Birthday treats may be brought to school for students in Grades K through Grade 8. Please contact the homeroom teacher to arrange what day and time they will be brought to school. Please ask if there are any allergies you will need to consider when sending in the birthday treat.

### Car Rider Drop-off

Parents can drop students off in front of the Emmaus Center beginning at 7:30AM. Please enter the large school parking lot through the parking lot in front of the church. Traffic cones mark the drop off area. Please pull up to the last drop-off cone to allow an optimum number of cars to unload at one time. This will keep the line moving. Cars should unload in the entire area where the cones are located.

Children should exit the cone area as soon as possible and proceed to the sidewalk. If a child exits the car on the driver's side they should always walk to the front of their car, so the driver can see them until they are safely inside the cone area.

The speed limit should be limited to no more than 10 miles per hour while driving through the school grounds.

Please do not:

- drop or pick up children in the back of the school.
- drop or pick up children by the daycare.
- drop or pick up children in the church parking lot.
- drop or pick up children in the back of our school building on James Bohanan Drive.
- turn left onto James Bohanan Drive.

### Car Rider Pick-up

If the large parking lot/playground area is child free, cars may proceed into that lot after 2:25p.m. Please drive to the center parking aisle. Pull all the way to the first open parking space (closest to the building) and park. Cars are divided alphabetically with A-L in spaces on the left (church side) and M-Z on the right (soccer field side). Once parked, please step out of the vehicle and wait in the center aisle for the children to be dismissed. Children are dismissed at 2:40 by grades. Once all children are in cars we will allow cars to begin moving toward the exit in a single file line beginning with the first car and then the others to follow. A-L exit through the smaller church lot and M-Z exit by the rear driveway that circles around the north end of the school building.

If you need to pick up your child at another time, you must park in the church lot, walk into the school, and wait in the entryway for your child to come to you.

### Child Abuse Laws

St. Christopher School abides by the Child Abuse laws of the State of Ohio. This law mandates that all cases of suspected abuse and/or neglect be reported to Child Protective Services.

### Communications

In order to ensure that all communication from school reaches home in a timely manner, St. Christopher School uses the Friday One Call Now system.

The Big Brown Envelope is sent home at the end of each month during the school year. This envelope has lots of information and should be returned the following school day. Your child is responsible for emptying the contents of the envelope when it is returned to their homeroom.

Official school-wide emergency communications are sent using the One Call Now phone system. Parents are also encouraged to check email on a regular basis. Email can be used as a very efficient tool for parents to communicate with the school. However, all email communication should follow email etiquette. Challenging or confidential issues should be shared through face to face communication in lieu of email. Only communicate with teachers using the St. Christopher email. Please do not use facebook, texting, or any other social media to communicate with teachers.

### Counselor

A certified counselor serves the needs of students and parents through class and individual consultation.

### Crisis Plan

St. Christopher School has implemented a “crisis plan” in case of a lockdown emergency, active shooter, etc. All teachers and staff are aware of the procedure to follow to keep your children safe. In the event of such an emergency, circumstances permitting, the building will be evacuated and students will be moved to secure designated locations. You will be contacted after all students and staff have been relocated. Please do not come to the school until we call with an “all clear” one call and directions for reunification.

### Custodial Rights

St. Christopher School adheres to the Buckley Amendment (Family Education Rights and Privacy Act) in regard to privacy of student records and the rights of non-custodial parents. It is the responsibility of the parents to share any official custodial information decided through the courts. Official custodial agreements will be kept in a confidential file in the office of the principal. In the absence of any court document, the school will view each parent as having full

legal custody of the child. In the absence of a court order to the contrary, non-custodial parents have the right to receive records about their child's academic progress. It is a great benefit to the child to have both parents involved in his/her education.

Be advised that if a teacher is subpoenaed to testify in a child custody case, the parent will need to pay the cost of a substitute teacher and any other costs associated with the testimony (mileage, parking, food, etc.).

### Emergency Drills

State Law requires that fire drills be held monthly. During the fire drills, students should follow these regulations:

1. Rise in silence when the alarm sounds.
2. Close all doors.
3. Walk to the assigned place briskly, in single file at all times, and in silence.
4. Stand in a column of twos, facing away from the building.
5. Return to the building when a signal is given.

Tornado drills are held periodically. The procedures are:

1. Rise in silence when the alarm sounds.
2. Walk briskly to the assigned place in single file.
3. Sit, face the wall, and put your hands over your head.
4. Return to the classroom when a signal is given.

### Emergency Forms

Each year parents/guardians must complete a current Emergency Form. This form will include the names of three individuals who are authorized to pick up students at dismissal or due to an emergency. In addition to the custodial parents, students will only be released to the individuals named on this form. Parents are to update this form with current contact information should phone numbers, names, etc. change during the year.

### Field Trips

1. Field trips are designed to correlate with teaching units and to achieve curricular goals.
2. Field trips are reevaluated each year to determine the compatibility of the field trip with curricular goals.
3. A field trip is a privilege and not a right.
4. There are no guaranteed field trips. Class participation in a particular field trip over consecutive years does not mean that this trip has become a school tradition.
5. All grades do not always have the same number of field trips.
6. Field trips are permissible for all grades when advanced planning, location, and the experience ensure a successful learning opportunity.

7. Individual teachers, in consultation with the administration, reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct.
8. A written official permission slip, signed by the parent, is required before a child will be permitted to attend a field trip activity. Verbal permission cannot be accepted.
9. A field trip permission slip is located at the end of this handbook. This is the only format that may be used to allow a student to leave school during school hours. If your child fails to bring his/her permission slip home, you may copy or print the form at the end of this handbook. Call the school for information needed to complete the form. Note: a fax does not take the place of an original signature.
10. A telephone call will not be accepted in lieu of the proper field trip permission slip.
11. Students who are participating in the field trip must ride the bus to and from the field trip with their class.
12. All monies collected for the field trip are non-refundable.
13. Cell phones are not allowed on field trips unless otherwise directed by the teacher and/or administration.
14. Parents who chaperone a field trip may not bring preschool or school-age siblings on the field trip. Parents must have a current VIRTUS account to be able to go on field trips and to attend school parties.
15. All chaperones must be 21 years of age or older.

## Gender Identity

St. Christopher School supports students with gender dysphoria by treating them with sensitivity, respect, mercy, and compassion. St. Christopher School also abides by the teachings and rules of the Catholic Church, and Faith is integrated into all aspects of the school's activities. According to the Catholic Faith, a person's sexual identity is rooted in one's biological identity as male or female. St. Christopher School considers the gender of all students as being consistent with their biological sex, including:

- participation in school athletics and teams
- school-sponsored dances
- dress and uniform policies
- the use of changing facilities, showers, locker rooms, sleeping accommodations on trips
- titles, names and pronouns, and school records

If parents/guardians have legally changed the name of their child, we must maintain records in that name. Students may be addressed by that name, but pronouns must be in accordance with the child's God-given biological sex at birth.

In case of a specific request, consider in a compassionate way, on a case-by-case basis, the physical and psychological needs of a student based on the following questions:

- What is the specific request of the student and/or parents?
- Is the request in keeping with the teaching of the Catholic Church?
- Is the school reasonably able to accommodate the request?

As an applicant/registrant and/or parent/guardian for admission to St. Christopher School, I understand and agree to this policy.

## Gifts

Students should not exchange individual gifts at school. This gesture only creates hurt feelings among other students.

Invitations for slumber parties or birthday parties should be sent to the homes of students via the U.S. Mail unless an invitation is being given to every student in the entire grade.

Valentines can be distributed at school if there is a valentine for every student in the entire class.

## Items Brought To School

St. Christopher School is not responsible for loss or damage to any items brought to school by a student. This includes, but is not limited to, all electronic devices.

## Library

The school has a well-equipped automated library and media center. Students are encouraged to use the library for curricular enrichment and pleasure reading. The following rules are to be observed:

1. Borrowed books are to be returned on time and in good condition.
2. Students who have lost or damaged books do not receive progress reports or report cards until their account is cleared. Parents will be required to pay for the lost or damaged book(s).

## Lockers

Each student is assigned a locker or cubby in which to store clothing and textbooks. In order to maintain a quiet atmosphere for class, students are allowed to go to their lockers as determined by their teachers.

The school maintains a universal key and reserves the right to open student lockers at any time without probable or reasonable cause.

## Lost and Found

Any items left in the school building or on the school grounds should be given to the school secretary to be placed in the Lost and Found box. Items placed in the Lost and Found remain there for 10 days. After 30 days, items are donated to charity. The Lost and Found box can be found in the breezeway connector.

Students who lose a library book, textbook or workbook must pay the replacement cost of the book plus shipping in order to receive a new copy.

Parents are to be advised that many items are placed in the Lost and Found. Parents are encouraged to look for their child's item in the Lost and Found box.

### Lunch Program

St. Christopher School offers a hot lunch program daily. Students may choose to bring their lunch each day. Students should not bring glass bottles, soft drinks or excessive amounts of candy. Any student forgetting to pack a lunch, can be provided a lunch. Reimbursement for the lunch must be made the next day. Any lunch accounts in arrears will not be issued a report card.

Students are expected to use the same manners during lunch as those required in the classroom. Courtesy toward other students and cooperation with lunch monitors are in order at all times.

### Office Records

Parents/Guardians are requested to notify the School Office in writing of any change of address, custody, home telephone numbers, cell phone numbers, business phone numbers, e-mail addresses and/or phone numbers of emergency contacts. This will guarantee that office records are accurate, complete, and up-to-date.

### Parties

Students are permitted three class parties a year: Halloween Party, Christmas, and Valentine Party. Room parents may assist the classroom teacher with these three parties. It is helpful if you take into consideration any special dietary needs of the students in your child's classroom when preparing to bring in treats to the classroom. Any parent volunteering in the classroom needs to be VIRTUS trained.

### Sacramental Program

The sacramental life of the children of the Catholic tradition is an important component of the religion program at St. Christopher School. Preparations for two sacraments, Reconciliation and Eucharist, form the core of instruction in Grade 2. In accordance with the archdiocesan guidelines, candidates for First Eucharist will receive the sacrament of Reconciliation prior to First Eucharist. Parents are required to be active partners in the preparation of their children for these sacraments.

### School Hours

Grades K through 8: 7:45 AM – 2:40 PM. Students who are not in their homeroom at 7:45 AM are considered tardy.

At St. Christopher School, we work in partnership with parents to enable each child to develop as an independent learner. Parents should allow their child(ren) to enter the school building on their own each morning. Various classes invite parent involvement or visitation on particular occasions.

The school doors are open for students at 7:30 AM. Students arriving at that time will go to the cafeteria if it is raining or too cold outside and to the front of the school if weather permits. Staff will be at both locations to supervise students.

Prayer and afternoon announcements begin at 2:35 PM each day. Dismissal immediately follows. Please check the school calendar and weekly newsletter for early dismissal dates.

St. Christopher School offers an After School Care Program through the St. Christopher Center for Children. Parents must call Mrs. Judy Shoup at the Center for Children at 937-890-5805 to check to see if they have room in their after school program for your child. All fees for this are set by the Childcare Center.

### School Office Hours

The school office is open on all school days from 7:30 AM – 3:30 PM.

### School Property

The parent of a child who carelessly destroys or damages any furniture, computer, iPad, Chromebooks, equipment, buildings, or anyone's personal property will be obligated to pay the full amount of repairs and labor or replacement. Textbooks provided by St. Christopher School must have a proper book cover. No writing in textbooks is permitted. The student will pay a fine or replacement for damaged or lost texts before any final reports, transcripts, or diplomas are presented.

### Service Projects

The purpose of the stewardship program for students in Kindergarten through Grade 8 is to provide students with the opportunity to make a difference in our Church and surrounding communities through various service and support programs. In addition, the Service Projects provide students with the opportunity to learn about Catholic Social Teaching. Each grade will participate in a pre-planned service project.

### Student Directory

Some years, the school creates a student directory that lists students' and parents' names, addresses, home telephone numbers, and e-mail addresses. Parents may choose to exclude any personal contact information from the Student Directory.

The Student Directory should be used to acquaint parents with the names of their children(s) classmates and parents. These directories should not be used or sold for other purposes.

## Student Records

St. Christopher School adheres to the Buckley Amendment (Family Education Rights and Privacy) regarding access to student records. Records of students transferring to other schools will only be sent through the US Mail. No records will be given to parents to transport to the new school.

Students requesting records/transcripts/recommendations must make a five school-day request to the School Office. All forms should be submitted to the St. Christopher School Office for distribution. Completed forms will be sent via the U.S. Mail. Special handling will require that all postal fees be paid by the parents. No records will be sent to transferring schools of students whose financial commitment is in arrears.

## Telephone

Permission to use the telephone must be obtained from the school secretary. Students must submit a note from their teacher. The office phone is a business phone and students are permitted to use it only in case of an emergency. The telephone in a teacher's room is for the use of the teacher only. Forgotten homework, athletic equipment, etc. do not constitute emergencies. Arrangements for after-school visits with friends should be made at home. Students should never use the teacher's cell phone to make a telephone call.

## Title IX

St. Christopher School adheres to the tenets of Title IX: "No person in the United States shall, on the basis of sex, be excluded from participating in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance."

## Visitors

School visitors (volunteers, parents, etc.) must come to the main office. For safety and security reasons, each person is required to sign in at the office when one enters the building for any reason. All visitors and/or volunteers are required to wear a designated name tag that may be picked up in the office. Visitors and/or volunteers are to sign out at the time of departure. Visitors may be asked to show identification in the form of a driver's license or other government issued identification.

## Volunteers

All individuals who volunteer in the school must complete the Volunteer Sign-Up sheet, a confidentiality form, and will be asked to complete the archdiocesan mandated background check and to keep their SafeParish account in current status.

## Weather Emergencies

If it should be necessary to close the school because of weather conditions, an announcement will be sent via text and email to the cell phone numbers and email addresses listed in your FACTS Family Portal.

Although St. Christopher will not specifically be listed on any TV stations, we will always follow Vandalia Butler's delays/closures. Therefore, you may look for the Vandalia Butler name on the following news sources: WHIO Channel 7, WDTN Channel 2, and WKEF Channel 22/FOX 45. Our principal will announce delays and closures as soon as possible.

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## TECHNOLOGY & RESPONSIBLE USE POLICY

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Vital to the evangelizing and educational mission of the Catholic Church, we are Christ-centered communities dedicated to the faith formation, academic excellence, and individual growth of our students, all rooted in the Gospel message of Jesus.

- Catholic School's Mission Statement

The Church views emerging technologies as gifts of the Spirit to this age and challenges "God's faithful people to make creative use of new discoveries and technologies for the benefit of humanity and the fulfillment of God's plan for the world."

- Aetatis Novae, #2, #3; Rose, 1992

In the 21st Century Catholic schools are using new technologies, electronic resources, and internet access to enhance student learning and to provide a quality educational experience for all students. The schools of the Archdiocese of Cincinnati as well as the other diocesan schools in Ohio have been provided with internet connectivity through Instructional Technology Centers located throughout the state. This project is partially funded by the Legislature of the State of Ohio. Therefore, internet access and activities utilizing all other technologies in the schools are strictly limited to educational purposes.

In keeping with the mission of the Catholic schools, St. Christopher will monitor, instruct, and guard against inappropriate, unethical, and illegal use of technology by the student or adult user.

The school has the right to access any electronic devices on school property. All information received or sent from school property remains the property of the school and is not considered confidential. The school reserves the right to investigate the download history of all school computers. There shall be no reasonable expectation of privacy.

### School Responsibility

- The school shall provide access to technological resources, including the internet, for educational purposes only.
- The school shall also provide training for students and teachers in the appropriate use of online behavior, interaction online on social networking sites, cyber-bullying awareness and reporting of misuse of technology.
- The school shall take measures to provide for the safety and security of minors, supervise and monitor student access to all technological resources provided by the school, and guard against the access of objectionable material, in compliance with the Children's Internet Protection Act and the Archdiocesan Decree on Child Protection. Unauthorized disclosure, use, and dissemination of personal information regarding minors are forbidden.

## Student Responsibility

- The student shall access the school's technological resources for educational purposes only.
- Each user is responsible for information that is sent and received under his/her personal and/or school internet account.
- Passwords are to be guarded and not displayed nor shared with others.
- The user must strictly adhere to copyright laws.
- Unethical and/or illegal uses of electronic devices will not be allowed.
- Unauthorized access, including hacking or use of another person's account, is strictly forbidden.
- The user agrees not to bypass the school firewall, nor to harm or alter school property.
- The user agrees not to pirate, nor to submit, publish, search, view, and/or display any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, harassing, racially offensive or otherwise illegal material, on or off school property; nor shall the user encourage the use, sale, or distribution of controlled substances.
- Any use in violation of any local, state, or federal law is prohibited and is a breach of the terms and conditions of responsible use.
- Any commercial use is strictly forbidden.

## Disciplinary Action

The school may take disciplinary action against students who violate the Technology & Responsible Use Policy or other school or archdiocesan policies by means of inappropriate use of technology. Disciplinary action may also be taken against those who use telecommunication devices to cause mental or physical distress to other members of the school community, whether these incidents take place on or off the school property. Disciplinary action taken by school authorities may include revocation of access to technological resources, suspension, expulsion, and/or possible legal action.

## Technology and Responsible Use Consent

By signing the Handbook Consent Form,

Students:

- have read and understand the terms and conditions of the Responsible Use of Technology Policy
- understand that technological resources are provided for educational purposes only.
- will abide by the terms and conditions stated in the Responsible Use of Technology Policy.
- will be responsible for the consequences of inappropriate use of technology, including the Internet, both on and off school property.
- understand that consequences may include suspension or revocation of privileges to access the Internet and/or other technological resources, suspension, expulsion, and possible legal action.

Parents:

- have read and understand the terms and conditions of the Responsible Use of Technology Policy.
- are requesting their student be allowed to use the school's technological resources, including the Internet.
- agree to support the school in the Responsible Use of Technology Policy.

### Consent for Online/Remote Learning

As part of the Responsible Use of Technology Policy, parents/guardians further agree as follows:

While the COVID-19 pandemic continues to exist and evolve, "remote" and/or "distance" learning (hereinafter referred to as "Remote Learning") may at some point be utilized, either for the entire school or for a specific student or group of students. In such cases, the school may live-stream and/or record a class to allow any student who is absent due to COVID-19 to continue to observe, and participate in, the class as much as reasonably practicable. Although the school will attempt to focus the camera and/or recording device on the respective teacher, aide, and/or instructional materials being utilized during instruction, there will be times when a specific student or students appears on the video. Parent/Guardian hereby consents and agrees that: (1) such Remote Learning is permissible; and (2) his/her child may appear in videos being live-streamed and/or recorded as part of that Remote Learning.

Furthermore, Parent/Guardian promises and agrees not to record, disseminate, publish, or share any live-streamed or recorded video of such Remote Learning to anyone outside of the student's immediate family. To the extent any Remote Learning videos are created and recorded, Parent/Guardian promises and agrees to permanently delete such recording following his/her child's observation of, and/or participation in, that particular class session.

### Chromebook FAQ

As part of our Chromebook Program, all students in grades K-8 will be provided a Chromebook and charger.

Detailed information and procedures related to this Chromebook program are covered in the Chromebook guidelines.

Q. What is a Chromebook?

- "Chromebooks are mobile devices designed specifically for people who use web- and cloud-based services and applications. With a comfortable keyboard, display and clickable trackpad, long battery life, lightweight, and built-in ability to connect to Wi-Fi, the Chromebook is ideal for any-time, anywhere access to the Internet. They provide a fast, safe, secure online experience for people who live on the Internet, without the time-consuming, sometimes confusing, maintenance required by typical computers."

Q. Why Chromebooks?

- St. Christopher School uses GAFE (Google Apps for Education). The integration of Chromebooks with GAFE provides a seamless transition to student resources.
- Chromebooks boot in a matter of seconds and resume quickly – eliminating time wasted with traditional computer startup and network connection.
- Chromebooks can seamlessly access the Google Apps suite, as well as other web-based apps.
- Chromebooks have long battery life. However, we do expect that students will charge them each evening to ensure maximum performance during the school day.

Q. How are these web-based applications managed?

- Each Chromebook we provide to students will be a “managed device”. St. Christopher School will manage the devices. As such, the school can pre-install web-applications, as well as block specific web-applications.

Q. What devices can I connect to a Chromebook?

- USB storage, mice and keyboards
- SD cards
- Headphones, earbuds, microphones

Q. Can the Chromebook be used anywhere at any time?

- Yes, as long as you have a WiFi signal to access the web. Users can also sometimes work in an "offline" mode, depending on the application.

Q. Will our Chromebook have 3G or 4G?

No. The school Chromebooks will not have 3G or 4G broadband.

Q. Is there antivirus built into it?

- It is not necessary to have antivirus software on Chromebooks because there are no running programs for viruses to infect.

Q. How does having a Chromebook help my child’s education?

- Integrating technology improves student enthusiasm toward learning, making students actively engaged in their classes, and taking ownership of their learning.
- Brain research has proven that students are now learning differently and need new instructional methods to meet their needs.
- Our students will be taught how to be effective 21st Century Learners. This means they will be digitally literate and use the four C’s (Creativity, Communication, Collaboration, Critical Thinking) to be global citizens.
- Technology will allow students to be active learners.
- Students will be able to peer edit easily and more constructively, as well as globally. The focus on writing will become less of an 'exercise' and become more of a crucial method for sharing information or telling stories. The technology allows students to share their writing with vast and different audiences if they choose.
- Chromebooks will not replace teachers. Teachers will be focused on using multiple perspectives, evidence, and source materials in the electronic curriculum to increase students’ critical skills.

## Chromebook Guidelines

The goal of the Chromebook program is to create a collaborative, interactive learning environment for students. This environment will enable and support students and teachers to implement transformative uses of technology while enhancing students' engagement with content and promoting the development of self-directed and lifelong learners.

**Receiving your Chromebook:** Chromebooks will be distributed on the first day of the school year. These Chromebook Guidelines outline the procedures and policies for families to protect the Chromebook investment for St. Christopher School.

**Taking care of your Chromebook:** Students are responsible for the general care of the Chromebook they have been issued by the school. Chromebooks that are broken, or fail to work properly, must be reported and turned in to Mrs. Wheeler.

- Do not take school-provided Chromebooks to an outside computer service for any type of repairs or maintenance.
- General Precautions
  - No food or drink is allowed next to your Chromebook while it is in use.
  - Never transport your Chromebook with the power cord plugged in.
  - Chromebooks must remain free of any writing, drawing, skins, or stickers except what is issued by St. Christopher School.
  - Chromebooks will have a St. Christopher School Inventory tag on them.
  - Chromebooks should never be left in a car or any unsupervised area.
  - Students are responsible for bringing fully charged Chromebooks for use each school day.
- Carrying Chromebooks
  - Never move a Chromebook by lifting from the screen. Always support a Chromebook from the bottom with the lid closed.
- Screen Care
  - The Chromebook screens can be easily damaged! The screens are particularly sensitive to damage from excessive pressure on the screen.
  - Do not lean or put pressure on the top of the Chromebook when it is closed.
  - Do not store the Chromebook with the screen in the open position.
  - Do not poke the screen with anything that will mark or scratch the screen surface, including long fingernails, pens, pencils, etc.
  - Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, or disks).
  - Only clean the screen with a soft, dry microfiber cloth or anti-static cloth. Do not use alcohol-based window cleaners such as Windex®.

### **Using your Chromebook:**

- Chromebooks left at home
  - Fully-charged Chromebooks must be brought to school every day. Repeated failure to bring a fully-charged Chromebook to school will result in disciplinary action.
- Student Chromebook Use Policy

- Use of the Chromebook falls under the Responsible Use of Technology in the student handbook.
- Sound
  - Sound must be muted at all times in the classroom unless permission is obtained from the teacher for instructional purposes.
  - Headphones may be used at the discretion of the teacher.
- Account Access
  - Students should only login to their Chromebook using their St. Christopher School Google @scpschool.org account.
  - Students must not allow anyone else to use their Chromebook.
  - Take care to protect your password. Do not share your password.
  - Make sure you log out when you are done using your Chromebook.

### **Managing and saving your digital work with a Chromebook:**

- All Chromebooks will have access to Google Apps. Google Apps is a suite of products (Docs, Presentations, Drawings, Spreadsheets, Forms) that lets you create different kinds of online documents, work on them in real time with other people, and store your documents and your other files.
- With a wireless Internet connection, you can access your documents and files from any Chromebook, anywhere there is a suitable wireless connection.
- Files will be stored online in Google Drive.

### **Operating system on your Chromebook:**

- Updating your Chromebook
  - When a Chromebook starts up, it updates itself automatically according to the school policies, so it has the appropriate version of the Chrome operating system without you having to think about it. No need for time-consuming installs, updates, or re-imaging.
- Virus Protection
  - Chromebooks are built with layers of protection against malware and security attacks. However, students must still be careful not to use their Chromebooks in any way that exposes them to malicious websites, malware, viruses, ransomware, etc.

### **Protecting and storing your Chromebook:**

- Chromebook Identification
  - Student Chromebooks will be labeled with a St. Christopher School Inventory tag.
  - Chromebooks are the responsibility of the student. This device will be yours for the duration of the school year. Take good care of it!
- Account Security
  - Students are required to use their scpschool.org user ID and password to protect their accounts and are required to keep that password confidential.
- Storing Your Chromebook
  - When students are not using their Chromebook, they should be stored in a secure location.
  - Students need to take their Chromebooks home every day.
- Chromebooks left in Unsupervised Areas

- Chromebooks should not be left in an unsupervised area.
- Unsupervised areas include the school grounds, cafeteria, computer lab, library, unlocked classrooms, and hallways.
- If an unsupervised Chromebook is found, notify a staff member immediately.

#### **Damaged Chromebooks:**

- Repairs to Chromebooks malfunctioning from normal wear and tear will be made by the St. Christopher School. No school-managed Chromebook shall be taken to any repair facility other than St. Christopher School. No Chromebook shall be disassembled, reset, reconfigured or otherwise “worked on” by anyone other than designated St. Christopher School personnel.
- If a repair cannot be made, parent(s)/guardian(s) will be responsible to cover the cost of the replacement of the Chromebook.
- If a Chromebook is damaged due to abuse, neglect or, intentionally damaged, report it to Mrs. Wheeler immediately. Parent(s)/guardian(s) will be responsible to cover the cost of the repair or replacement of the Chromebook.
- If a Chromebook is lost or stolen, report it to Mrs. Wheeler immediately. Parent(s)/guardian(s) will be responsible to cover the cost of the replacement of the Chromebook.

#### **Chromebooks under repair:**

- A loaner Chromebook will be provided to the student while repairs are taking place. Loaner Chromebooks will fall under the same guidelines as any other student-issued Chromebook.

#### **Returning your Chromebook:**

- All school owned Chromebooks must be returned following these guidelines:
- Chromebook and charger must be returned in good working condition upon request or withdrawal from the school. Students should not write on or decorate their Chromebook or protective case.
- Parents will be responsible for the replacement cost of any Chromebook or charger not returned and student records will be held until payment is made to St. Christopher School.

### Chromebook Consent

#### **Student Chromebook Agreement:**

- I have read, understand, and will follow the expectations covered in the Chromebook Guidelines
- I understand that the Chromebook Guidelines are to be used as a guide and does not necessarily address every required or prohibited behavior.
- I agree to return the Chromebook and charger in good working condition upon request or withdrawal from the school.
- I assume full responsibility for my school-issued Chromebook.
- I agree to fully charge my Chromebook prior to bringing the device to school, each day.

- I understand that this equipment is the property of St. Christopher School and that there is no right or expectation of privacy regarding the equipment. School staff may monitor and inspect the equipment including browsing history, documents, files, and any other content.

**Parent Chromebook Agreement:**

- I understand that my child will be issued a Chromebook that he/she will be bringing home each day.
- I will be responsible for the Chromebook repair or replacement costs as specified in the Chromebook Guidelines section.
- I acknowledge that my student and I have read, understand, and will follow the expectations covered in the Chromebook Guidelines
- I understand that the Chromebook Guidelines are to be used as a guide and does not necessarily address every required or prohibited behavior.
- I will be responsible for monitoring my student's use of the internet when he/she is not at school.
- I agree to return the Chromebook and charger in good working condition upon request or withdrawal from the school.

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## TUITION & FEES

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Enrollment at St. Christopher School constitutes entrance into a contract. The terms of this contract require educational services to be rendered on the part of the school and payment of tuition, fees, and other obligations on the part of the student and family.

### Fee Schedule

Base Tuition: \$6,166 per student

Primary Scholarship Sources:

- Ohio EdChoice Scholarships: up to \$6,166
- Falcon SGO Scholarship: variable
- Christ-Bearer Scholarship: variable

### Registration & Re-Enrollment

- A \$200.00 Registration Fee (per family) for new students must be submitted with the application. FACTS charges an additional \$20 processing fee (per student).
- A \$200.00 Re-Enrollment Fee (per family) for returning students must be submitted upon re-enrollment. FACTS charges an additional \$10 processing fee (per student).
- Returning students must reserve their spot by paying the Re-Enrollment Fee by the date designated.
- The Registration Fee covers registration materials, use of hard-cover textbooks, consumable workbooks, classroom supplies, assignment books, art materials, physical education equipment (playground balls, jump ropes, etc. for use by classrooms during recess times), audio-visual licenses, science lab fees for consumable materials. It does not cover field trips, athletic programs or other after school activities.
- All Registration Fees are non-refundable.
- A return fee of \$25.00 will be assessed to your account for any returned tuition payment or electronic funds rejection.

### Withdrawal Policy

- Families must notify the school in writing if a student is withdrawn from the school.
- Registered students who withdraw before the first full day of school are responsible for 1/4 of the full tuition amount.
- Registered students who withdraw between the first day of school and December 15<sup>th</sup> are responsible for 1/2 of the full tuition amount.
- Registered students who withdraw after December 15<sup>th</sup> are responsible for the full tuition amount.
- The school will not forward records for students who withdraw with an outstanding balance.

A return fee of \$25.00 will be assessed to your account for any returned tuition payment or electronic funds rejection.

Please address all tuition questions to the school office at 937-898-5104.

### Financial Delinquency

At the end of each quarter, students with delinquent tuition accounts may not be able to attend classes or participate in co-curricular activities. Participation can resume when the student's account is current.

Graduating eighth graders with outstanding balances will not receive their diploma nor will their transcripts and other records be released until all financial obligations are met. Additionally, these students may not be able to participate in the graduation ceremony.

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## HANDBOOK CONSENT

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**Students and parents must digitally sign the Student & Parent Handbook Consent Form found in FACTS.** By doing so, you are stating you have read, understand, and agree to follow all school policies and procedures, as stated in this Handbook.