St. Christopher School

Family Handbook
2026-2027

St. Christopher School
405 E. National Road
Vandalia, Ohio 45373
School Office (937) 898-5104
School Fax (937) 454-4790
stchristopheronline.com

School Day Hours
7:30am-2:40pm

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WELCOME

Principal Letter

It is with great joy that I welcome you to our Catholic school community. Whether you are joining us for the first time or returning for another school year, we are blessed to partner with you in the important work of educating your child.

We strive to provide an environment where every student is known, valued, and challenged to grow spiritually, academically, socially, and emotionally. Together, we seek to form young people who are faithful disciples, compassionate leaders, lifelong learners, and responsible citizens.

As the primary educators of your children, parents and guardians play an essential role in this partnership. We are committed to working alongside you with open communication, mutual respect, and a shared dedication to helping each child reach their God-given potential.

This Family Handbook has been prepared to provide important information about our school's policies, procedures, and expectations. It serves as a guide to help ensure a safe, respectful, and faith-filled learning environment for all members of our community. We encourage you to review it carefully and refer to it throughout the school year.

Our Catholic school is more than a place of learning—it is a community of faith where prayer, service, academic excellence, and Gospel values are woven into everyday life. We invite every family to participate fully in the spiritual, academic, and community life of the school as we work together to nurture the hearts and minds of our students.

Thank you for entrusting us with your child's education and faith formation. It is a privilege to accompany your family on this journey.

Sincerely,

Melinda Trentman

St. Christopher School Principal

History of School

The history of St. Christopher School is closely intertwined with the history of St. Christopher Church. Shortly after beginning his ministry in Vandalia, Father Edwin J. Aufderheide recognized the importance of providing a Catholic education for local children. Within his first year, he arranged transportation for students to attend Sacred Heart Elementary School in Dayton. Two years later, in September 1959, St. Christopher School opened its doors, welcoming 235 students in grades one through eight.

Over the years, St. Christopher School has continued to grow and flourish, becoming an integral part of the parish's ministry. Today, the school remains committed to its mission of providing an excellent Catholic education while nurturing the spiritual, academic, and personal growth of every student.

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, family, and each other. We form students into extraordinary people with a focus on deeper faith, stronger minds, and bolder character.

Philosophy Statement

St. Christopher School embraces the mission of Catholic education as articulated by the Catholic Bishops of the United States. Our educational ministry is grounded in fostering a deep relationship with Christ, promoting justice and service to others, and providing academic excellence. Guided by the Curriculum Standards for Catholic Schools within the Archdiocese of Cincinnati, we are committed to educating the whole child in a faith-filled environment.

ACCREDITATION

St. Christopher School is accredited by the Ohio Catholic School Accrediting Association (OCSAA).

ADMINISTRATION

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

RIGHT TO AMEND

This handbook is not a binding contract on St. Christopher School. Rather, it is a unilateral set of policies which students and families are expected to, and must, follow. The principal, or his/her appointee, with the support of the pastor, retains the right to amend this handbook at any time and for any reason. Parents, guardians, and students will be given notification if changes are made.

ADMISSION AND REGISTRATION

Non-Discrimination Statement

No student may be excluded from St. Christopher School solely because of race, color, national/ethnic origin, or ancestry.

Registration Requirements for All Students

Birth Certificate
Baptismal Certificate (if applicable)
Health/Immunization Records
Legal Custody Agreements (if applicable)
Report Cards
Standardized Test Results
Service Plans (IEP, ISP, 504)

School Age

In accordance with Section 3321.01 of the Ohio Revised Code, no child may be admitted to kindergarten or the first grade unless he/she is five or six years of age (respectively) on or before September 30 of the year of admittance. Children who become five or six before October 1 are "of age" for kindergarten and first grade, respectively. Children who become five or six between October 1 and January 1, inclusive, shall be considered as underage candidates for kindergarten and first grade, and may be admitted on a trial basis at the discretion of the administration. No children who turn six after January 1 will be admitted to first grade during the school year already in progress. No child shall be admitted to the first grade if he/she has not successfully completed kindergarten.

Registration & Re-Enrollment Fees

New Students

- A $242 registration fee (includes processing fee) per family must be submitted with the application.
- The Registration Form and Registration Payment must be received before Kindergarten Screening or Transfer Student Shadow Days are scheduled.

Returning Students

- A $231 registration fee (includes processing fee) per family must be submitted upon re-enrollment.
- Returning students must reserve their place for the upcoming school year by completing the re-enrollment packet and paying the re-enrollment fee by the designated deadline.
- The school reserves the right to review outstanding financial obligations and other applicable enrollment requirements before confirming re-enrollment.

All registration fees are nonrefundable.

Re-Enrollment & Enrollment Deadlines

Families must complete the registration or re-enrollment process and submit the required fee by the deadline designated by St. Christopher School.

Families who do not complete the required re-enrollment steps by the designated deadline forfeit their student's place for the upcoming school year. St. Christopher School cannot guarantee that a place will remain available after the deadline.

A $25 per student late fee will be charged for families re-enrolling after the designated deadline.

Educating Students with Special Needs

St. Christopher School will evaluate on a case-by-case basis whether or not it can meet the needs of a child with a disability. If the school can make reasonable accommodations to meet the child’s needs, then the child may be offered the opportunity to enroll.

Admissions Process

Acceptance of registration at St. Christopher School is not considered final until all documents, forms, records from previous school(s), and registration fees are completed, returned to the school, and reviewed by the administration. Registration fees are not refundable. Families will be notified annually of registration and re-enrollment dates, tuition, and fees as determined by the school and parish.

The admission process at St. Christopher School is as follows:

1. APPLICATION form is completed by the parent/guardian and submitted with all requested information, required documents, and payment no later than the established deadline.
2. REVIEW of the application begins. All required records will be reviewed by the school administration.
3. Once the application is reviewed, administration will send out SCHEDULING details.
   A. Incoming Kindergarten: Students will complete Kindergarten Screening with our staff.
   B. Incoming 1st-8th Grade: Students will complete a Shadow/Assessment Day.
4. ACCEPTANCE is determined. Once the administration reaches a decision whether or not to accept a student, the parent/guardian will be notified in writing by a predetermined date.
5. ENROLLMENT is completed. Upon acceptance, the parent/guardian will be asked to register the student for the upcoming school year and apply for the State of Ohio Scholarship.

All newly enrolled students are welcomed with an adjustment period during which their academic progress, social development, and overall success at St. Christopher School are carefully monitored. Our goal is to partner with families to support each student's successful transition into our school community.

If significant academic, behavioral, or social concerns arise during this period, school administration will work closely with the family to address these concerns and determine whether St. Christopher School is able to meet the student's educational needs. In some cases, if it is determined that the school cannot reasonably provide the level of support a student requires, or if the student is unable to meet the school's academic or behavioral expectations, the administration may determine that continued enrollment is not in the best interest of the student or the school community.

Admission to St. Christopher School is considered according to the following priorities:

1) Students currently enrolled at St.Christopher School, who reenroll by the specified annual enrollment dates.
2) Siblings of students currently enrolled, who enroll by the specified annual enrollment dates.
3) Students who are currently parishioners of St. Christopher and St. John Parishes who apply for enrollment after the specified annual enrollment dates.
4) Students who are new parishioners of St. Christopher and St. John Parishes who apply for enrollment after the specified annual enrollment dates.
5) Students who are not active parishioners who are applying for enrollment as private students.

Accuracy of 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.

Voluntary Withdrawal of Students

Any school property, including, but not limited to, library books, novels, non-consumable textbooks, school-owned Chromebook, etc. must be returned. Additionally, any and all outstanding financial obligations including, but not limited to, lunch fees and tuition must be met.

FAITH FORMATION

Religious Education

St. Christopher School strives to enable students to develop a vital, personal relationship with God and to share the Gospels' realistic views of the human condition while affirming hope. Through the study of the Catholic faith, including our rich tradition, the school helps prepare students to celebrate God's love, proclaim God's message and live in accord with this message. For this reason, students attend Mass and liturgies on the assigned days and are encouraged to participate in the liturgies and to take advantage of service opportunities as permitted.

Sacramental Preparation

Sacramental life is an important part of the religion program at St. Christopher School. The majority of the preparation for the sacraments is completed during the school day for our 2nd Graders (Reconciliation and First Holy Eucharist) and for our 8th Graders (Confirmation). Communication about the sacraments and the preparation will be shared by the classroom teachers.

Parents play an important role and are expected to actively support their children throughout this sacramental preparation.

If you are interested in you/your child receiving the sacraments outside of the typical timeline stated above, please use the list of contacts to get more information:

Baptism/becoming Catholic at any age: Joy Blaul at jblaul@sgfp.org

First Reconciliation, First Communion, Confirmation for adults: Joy Blaul at jblaul@sgfp.org

First Reconciliation, First Communion, Confirmation for children and teens: Elise Sas at esas@sgfp.org

For Marriage and Anointing of the Sick: St. Gabriel Parish Office

For Confession times: See the website at sgfp.org

ACADEMIC PROGRAM

Academic Expectations

Students at St. Christopher School are exposed to a challenging, well-rounded curriculum. In addition to teaching core subjects, we also offer spiritual development through religion classes, service opportunities, and sacramental preparation. Classes such as Computer Literacy, Music, Art, Physical Education, STEM, Band (5th-8th Grade), and Spanish (7th-8th Grade) are offered.

Homework

Homework is assigned as a means of giving practice, reinforcing concepts on the individual level, evaluating progress, and developing good study/work habits. These objectives are

essential to our purpose. Homework does not necessarily mean traditional, written work. Students may be requested to review class notes, read, work on projects, or study for a test, etc.

Guidelines for Homework Completion

Time for homework should be set aside after every school day. Students are assigned an amount of homework that is age appropriate for each grade. Reading and reviewing are important components as well as written work. The amount of time spent on homework each evening may vary according to the ability of the student. However, it should be within the range of the student's ability and of such a nature that the student can complete the work independently. The parent's/guardian's role is to support as a facilitator of good practices and check for completion. If you think that your child is spending an excessive amount of time on homework every night, please talk to his/her teacher about your concerns.

The following guidelines have been established for timing of daily homework:

Kindergarten	15 minutes
Grades 1 – 3	20 to 45 minutes
Grades 4 – 6	45 to 90 minutes
Grades 7 – 8	60 to 120 minutes

Falcon Flight

Falcon flight is an after-school homework help opportunity for Grades 3-8 designed to give students the opportunity to complete homework assignments, with or without teacher support, and build confidence and independence as learners. This program involves a variety of teachers from different grade levels, in many subject areas, with specialized training.

Falcon Flight is offered on Tuesdays and Thursdays from 2:45pm-3:30pm. The cost is $10 per session.

Grades and Grading

The purpose of assessing student work and performance, and issuing a grade is to inform the student, the teacher, and the family about the student's growth toward proficiency of the standards. Grades K-8 use the Archdiocese of Cincinnati recommended reporting structure for recording student progress.

Grading Scale
A = 93 – 100
B = 85 – 92
C = 77 – 84
D = 70 – 76
F = 69 or below

Field Trips

Field trips are an extension of classroom learning. Field trips are considered a privilege, not a right. A student may be excluded from the field trip at the discretion of the school administration. Since field trips are school sponsored events, students have the same behavior expectations that they do at school, including but not limited to transportation service and field trip destination. Students who are participating in the field trip must ride the bus to and from the field trip with their class (unless prior arrangements have been made). Cell phones/Watches are not allowed unless otherwise directed by the school staff. No student may attend a field trip unless the required field trip permission form is completed and signed by the parent/guardian. Verbal permission cannot be accepted.

Promotion and Retention

Students who demonstrate the skills and knowledge necessary to be successful at the next level of learning are promoted. Decisions addressing academic achievement will be made on an individual basis. Parents/Guardians will be included in the discussion throughout the school year. The final decision rests with the principal in consultation with the academic support team. Parents/guardians' input will be considered.

Records Review

Student records are private and accessible only to school administrators (including the principal), the teachers who are working with the student, and the students' parents/guardians who make official requests. Parents/guardians are asked to make a request for records in writing 24 hours in advance. An appointment shall be made to view the records the school retains for the student.

In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to academic records and other school related information regarding the student. If there is a court order specifying that no information is to be given, it is the

responsibility of the custodial parent to provide the school with an official copy of the court order.

Withdrawal/Disenrollment for Academic Reasons

A student may be asked to withdraw for academic reasons from St. Christopher School if it has been determined the school cannot meet the student's instructional needs or if the student or parents/guardians have not cooperated with the academic team in the educational process of the school. St. Christopher School may disenroll a student if a parent/guardian is unwilling to act in accordance with the school's request for withdrawal due to academic reasons.

Withdrawal/Disenrollment of Students Based Upon the Conduct of Parents/Guardians

St. Christopher School may require a parent/guardian to withdraw his/her child based on the conduct of the parent/guardian. This may occur if the conduct of a parent/guardian is threatening, hostile, chronically disrespectful, or disruptive to the educational process. In such cases, principals shall contact their assigned Regional Director before the withdrawal is implemented. In this event, the following procedure shall occur:

1. Written notice will be sent to the parent/guardian and student describing the reasons for the student's potential disenrollment.
2. A meeting (in-person, virtual, or by phone) will be held between school representatives, the parent/guardian, and, if appropriate, the student, prior to the disenrollment.
3. A summary report detailing the reasons for the disenrollment will be sent to the Superintendent of Schools.
4. A parent/guardian who believes his/her child has been disenrolled for insufficient reason has the right to appeal, in writing sent through US mail, to the Superintendent.

Curriculum

St. Christopher School follows the Graded Course of Study of the Archdiocese of Cincinnati Catholic Schools Office. The curriculum is aligned with the State of Ohio's Learning Standards. Religion courses are taught at every grade level. Students, regardless of religious affiliation, participate in Religion classes and receive an academic grade which appears on the report card. The report card grade for the Religion courses reflects the

student's ability to understand the teachings of the Catholic Church. Schools follow the Religion Graded Course of Study provided by the Archdiocese of Cincinnati.

Standardized Testing

St. Christopher School follows the Archdiocese of Cincinnati and State of Ohio requirements regarding standardized testing. All students participate in the i-Ready Diagnostic three times per year. Students receiving State of Ohio scholarships may be required to participate in additional state testing.

The Archdiocese of Cincinnati also requires students to take an Assessment of Religious Education. All students in required grade levels will take this assessment regardless of religious affiliation.

Reporting Student Progress

St. Christopher School issues report cards to the families on a quarterly basis. Additionally, interim reports may be issued throughout each grading period. Student grades can be accessed at any time via the FACTS student management system.

Awards

Students in 4th-8th Grade participate in an awards assembly at the end of the school year. This recognizes their accomplishments in academics, fine arts, religion, volunteer opportunities, etc.

Student Support Programs

St. Christopher School follows applicable guidelines for student support programs offered through these sources. In partnership with the local school district, student support services are offered via a multi-tiered support system (MTSS) or response to intervention (RTI) methods.

Temporary Home Instruction

Home instruction for children who are physically unable to attend school for an extended period may need to be provided through the local public school district. The student may need to enroll in the local public school to receive this instruction. Special consideration should be given on a case-by-case basis and in full consultation with parents/guardians, physician, school administration, and other related parties.

ATTENDANCE

The School Day

Students may begin entering the school at 7:30am. There is a drop off window for students to arrive by car, bus, or walking over from the DayCare. The school day starts promptly with students in homerooms at 7:45am. Students arriving after 7:45am must report to the school office to sign in.

Daily Attendance

Regular attendance is a key factor in the establishment of a good scholastic record. Students are expected to be in attendance for all days scheduled for instruction. Many important lessons are learned through active participation in classroom/school activities and cannot be replaced with individual study.

Section 3301-69-02 of the Ohio Administrative Code states that an absence is considered excused for the following reasons. These absences require appropriate documentation from a medical professional or a note from the parent/guardian.

- Illness or injury of the child
- Illness in the family necessitating the presence of the child
- Death of a relative
- Medical or dental appointment
- College visit
- Quarantine of the home
- Emergency or other set of circumstances
- Observance of religious holidays

Appointments, Scheduled Events, Vacations

When possible, medical and dental appointments should be scheduled outside of school hours. Appointments during the school day are disruptive to classroom instruction and student learning.

The school calendar provides for extended weekends throughout the school year. Parents are encouraged to schedule trips or family outings during these times to eliminate the need to interrupt the school day.

Students will not be permitted to leave school during school hours without authorization from persons indicated in the student's file or parent permission.

When leaving the building for an appointment, the parent/guardian must sign the student out in the office. Upon returning, the student must report to the office, and the parent/guardian must sign the student back in.

Medical Absences

Students should be fever-free for 24 hours before returning to school. This should be fever-free without medication.

Make Up Work

For all absences, students are responsible for making up the work, including tests, that they had missed during their absences. They will have one day for every day absent to complete assignments upon their return to school.

Arrangements to pick up the child’s work after 2:00pm should be made before noon.

Staff are not required to provide assignments in advance for absences. Teachers will provide assignments and assessments when students return.

CYO Sports

The Policy on Catholic Sports- Charter on Youth Athletics for the Archdiocese of Cincinnati states:

CYA 4.2.3(a)- Catholic participants may not have more than three (3) unexcused absences from religious education or school in the current school year to participate.

PCS 1005.01(a)- Or in the case of summer/early fall sports, 2 unexcused absences in the previous semester of the same calendar year.

Excessive Absence and Tardiness

Being on time and present in the building is important to the smooth operation of the school.

Tardy Policy

Students arriving after 7:45 a.m. will be marked tardy. In addition, When a student leaves before dismissal or is out of school for any reason during the school day, his or her attendance will be considered incomplete for that day and will be designated as a tardy on the attendance record.

The school will follow these procedures when a student demonstrates excessive tardies:

Stage 1: A student reaches two unexcused tardies in one month.

- The school will send a Notice of Tardies message to the parent/guardian.

Stage 2: A student accumulates three unexcused tardies within one month.

- The student will receive an after-school detention.

Stage 3: Each additional unexcused tardy after the third.

- This will result in a one-day suspension. Following the one-day suspension, a meeting with the principal will be required to discuss concerns and establish a plan for improvement moving forward.

Students who are tardy more than 10 times in a school year will meet with the staff to create a plan to reduce and eliminate further tardies.

Chronic Absenteeism, Excessive Absences, and Habitual Truancy

The Ohio Department of Education and Workforce employs the following definitions for absenteeism and truancy:

- **Chronic Absenteeism:** Being absent 10% of the total school hours over the course of the academic year, regardless of whether the absences are excused or unexcused.
- **Excessive Absences:** Being absent 38 hours in a month, excused or unexcused, unless the absences are medically excused by a health professional.

- **Habitual Truancy:** Being absent 30 consecutive hours without a legitimate excuse for the consecutive absences, or 42 hours in a month, or 72 hours within an academic year.

Attendance and Truancy Procedures

Students who are absent more than 10 days in a trimester or who demonstrate a pattern of absences throughout the year may be asked to provide a doctor's excuse. A doctor's note will be required after three consecutive days of absence due to illness or in cases of frequent absences.

The school will follow these procedures when a student demonstrates excessive absences or habitual truancy:

Stage 1: A student reaches five days of absence in one month or 10 days in one year, including excused and unexcused absences.

- The school will send a Notice of Excessive Absences letter to the parent/guardian.

Stage 2: A student reaches five consecutive days of absence, seven days in one month, or 12 days in one year, including excused and unexcused absences.

- The school will send an Absence Intervention Notification letter to the parent/guardian.
- An Absence Intervention Team will be assigned. This team will include the student, parent/guardian, and school staff.
- The team will develop, implement, and document an Absence Intervention Plan to reduce or eliminate further absences within the designated time period.

Stage 3: The school will monitor the student's progress toward improved attendance.

- If the student does not make progress on the plan within 30 days or continues to be excessively absent, the school may suspend or expel the student and file a complaint in juvenile court.

Reporting An Absence

A student's absence must be reported to the school office by email or telephone by 8:15 a.m. each day the student is absent. Parents/guardians should call the school office at 937-898-5104. A message left on voicemail must include the caller’s name, student's name

and grade, homeroom teacher, date of absence, and reason for absence. Upon return, a written note must be provided to the office stating the reason for the absence.

If the office does not receive a call, a parent/guardian will be contacted.

ATTENDANCE UNDER SPECIAL CIRCUMSTANCES

St. Christopher School is a Catholic school that abides by the teachings and rules of the Catholic Church. Faith is integrated into all aspects of the school's activities. It would be inconsistent with the school's identity and mission to teach, promote, or encourage an understanding that is contrary to Catholic teachings. Thus, a student's expression of his/her gender, sexual identity, or sexuality that is inconsistent with the Catholic faith may be considered by St. Christopher School when determining whether to admit or retain a student.

Student Pregnancy

The decision to admit or retain a student in the school who has become pregnant, or caused another student to become pregnant, will be made by the pastor/president and/or principal after all involved parties have been consulted. In each case, the decision will be made with the welfare of the student(s) involved, and the common good and welfare of all the students considered.

Gender Identity

GENDER IDENTITY POLICY

According to the Catholic Faith, a person's sexual identity is rooted in one's biological identity as male or female. A person's biological identity and gender identity are considered to be one and the same.

The Archdiocese of Cincinnati has specified the following policy regarding gender identity:

In Catholic schools, all curricular and extra-curricular activity is rooted in and consistent with the principles of Catholic doctrine.

Catholic schools should:

1. Support students with gender dysphoria by treating them with sensitivity, respect, mercy, and compassion.
2. Require that participation on school teams be according to biological sex.
3. Require that names and pronouns be in accordance with the person's biological sex.
4. Designate Catholic sex education, uniforms and gender appropriate dress, bathrooms, locker rooms, showers, and sleeping accommodations on trips according to biological sex.
5. Maintain names in school records according to the student's biological sex.
6. Provide reasonable accommodation to a private bathroom for use by any student who desires increased privacy.

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:

1. What is the specific request of the student and/or parents?
2. Is the request in keeping with the teachings of the Catholic Church?
3. Is the school reasonably able to accommodate the request?

HEALTH AND SAFETY

Medical Information

At the beginning of each school year, parents/guardians will provide current medical information for the students. If information changes during the school year, parents/guardians must contact the school with the updated information.

Administration of Medication

St. Christopher School follows the following Archdiocese of Cincinnati mandate and Section 3313.713 of the Ohio Revised Code regarding administering medication to students.

Medication Administered at School

The school nurse, or designated school personnel, who has completed a drug administration training program, conducted by a licensed professional, may administer medication (prescription and over the counter) upon proper completion of a signed medical authorization form. This must be signed by the parent(s)/guardian(s) and

prescribing physician. A note from the student's parent/guardian or verbal permission is not considered acceptable for school personnel to administer medication.

Medication sent to the school must be in its original container and have an affixed label indicating the student's name, name of the medication, dosage, route of administration and times of administration. Medication shall be brought to the office in the original bottle by the parent/guardian.

No medicine (prescription or over the counter) may be kept by the student in the desk, backpack, lunch box, etc. or on his/her person. Exceptions may apply such as treatment for food allergies, asthma, or diabetes.

Diabetic Care Policy

St. Christopher School complies with Section 3313.7112 of the Ohio Revised Code regarding diabetes care.

St. Christopher School is committed to ensuring students who have diabetes receive appropriate and needed diabetes care in accordance with an order signed by the students' treating physician. Such care must include the following:

1. Checking and recording blood glucose levels and ketone levels or assisting the student with checking and recording these levels;
2. Responding to blood glucose levels that are outside of the student's target range;
3. In the case of severe hypoglycemia, administering glucagon and other emergency treatments as prescribed;
4. Administering insulin or assisting the student in self-administering insulin through the insulin delivery system the student uses;
5. Providing oral diabetes medications;
6. Understanding recommended schedules and food intake for meals and snacks in order to calculate medication dosages pursuant to the order of the student's treating physician;
7. Following the treating physician's instructions regarding meals, snacks, and physical activity; and
8. Administering diabetes medication, as long as the administration is performed by a school nurse or, in the absence of a school nurse, a school employee who is trained in diabetes care under Section 3313.7112(E) of the Ohio Revised Code.

   Within 14 days of receiving an order signed by the treating physician of a student with diabetes, the school shall inform the student's parent, legal guardian, and/or other person having care or charge of the student that the student may be entitled to a school accommodation plan regarding the student's diabetes.

School Administration of Diabetes Medications

Diabetes medication may be administered by a school nurse or, in the absence of a school nurse, a school employee who is trained in diabetes care under Section 3313.7112(E) of the Ohio Revised Code and so long as all of the following are satisfied:

1. The school receives a written request, signed by the student's parent, legal guardian, and/or other person having care or charge of the student, that the drug be administered to the student.
2. The school receives a statement, signed by the prescriber, that includes all of the following information:
   A.The name and address of the student;
   B. The school and class in which the student is enrolled;
   C. The name of the drug and the dosage to be administered;
   D. The times or intervals at which each dosage of the drug is to be administered;
   E. The date the administration of the drug is to begin;
   F. The date the administration of the drug is to cease;
   G. Any severe adverse reactions that should be reported to the prescriber and one or more phone numbers at which the prescriber can be reached in an emergency; and
   H. Any special instructions for administration of the drug, including sterile conditions and storage.

3. The parent, legal guardian, or other person having care or charge of the student agrees to submit a revised statement signed by the prescriber to the school if any of the information provided by the prescriber pursuant to section (2) above changes.

4. The person authorized by the school to administer the drug receives a copy of the statements referenced in section (2) and (3) above.

5. The drug is received by the person authorized to administer the drug to the student for whom the drug is prescribed in the container in which it was dispensed by the prescriber or a licensed pharmacist.

6. Any and all other procedures required by the school are followed.

   If a drug is administered to a student, the school shall acquire and retain copies of the written requests required by section (1) above and the statements required by sections (2) and (3) above. Additionally, the school shall ensure that by the next school day following the receipt of any statement required by sections (2) and (3) above, a copy is given to the person authorized to administer drugs to the student

for whom the statement has been received. Diabetes medication that is to be administered at school shall be kept in an easily accessible location.

Parents, legal guardians, and/or other persons having care or charge of the student with diabetes are responsible for providing the needed medication and supplies (including but not limited to foods for treating low blood glucose) for the student.

Student Administration of Diabetes Medications

On written request of the parent, legal guardian, and/or other person having care or charge of a student and authorization by the student's treating physician, a student with diabetes shall be permitted during regular school hours and school-sponsored activities to attend to the care and management of his/her diabetes in accordance with the order issued by the student's treating physician so long as that physician determines that the student is capable of performing diabetes care tasks. The student shall be permitted to perform diabetes care tasks in a classroom, in any area of the school or school grounds, and at any school-related activity, and to possess on his/herself at all times all necessary supplies and equipment to perform these tasks. If the student or the parent, legal guardian, and/or other person having care or charge of the student so requests, the student shall have access to a private area for performing diabetes care tasks.

If the student performs any diabetes care tasks or uses medical equipment for purposes other than his/her own care, the school may revoke the student's permission to attend to the care and management of the student's diabetes.

Non-Restriction Disclaimer

The school shall not restrict a student who has diabetes from attending the school on the basis that the student has diabetes, that the school does not have a full-time school nurse, or that the school does not have an employee trained in diabetes care. The school shall not require or pressure a parent, legal guardian, and/or other person having care or charge of a student to provide diabetes care for the student with diabetes at school or school-related activities.

Seizure Action Plans

ORC 3313.7117 requires Chartered nonpublic schools to create an individualized seizure action plan for each enrolled student who has an active seizure disorder diagnosis. At least one employee at each school should be trained on implementing the seizure action plan.

The plan must include the following:

- A written request, signed by the student's parent or guardian, to have seizure disorder prescriptions administered to the student; and
- A written statement from the student's treating practitioner providing information on each drug prescribed to the student for a seizure disorder.

Ohio law requires the school nurse (or alternative employee) to notify all school employees, contractors and volunteers who regularly interact with the student in writing of the existence and content of the seizure action plan. The school nurse (or alternative employee) coordinates seizure disorder care at the school and ensures all staff who interact with the student receive necessary training.

Schools and districts must renew each seizure action plan at the beginning of each school year. Schools are responsible for maintaining the seizure action plan in the school nurse or administrator's office.

Policy On Student Use of Marijuana

St. Christopher School is committed to providing the most optimal educational environment for all of its students. Drug abuse is a significant problem throughout our society, and it can have devastating consequences, particularly on young people.

St. Christopher School maintains a policy of zero tolerance for students' use of marijuana, in particular due to its continued criminalization under federal law. Therefore, any student who uses, possesses, sells, distributes, purchases, or is under the influence of marijuana may be subject to discipline, up to and including expulsion. For purposes of clarity, this policy applies in all respects and with equal force regardless of whether a student holds a prescription or recommendation from a health care provider and regardless of a student's status as a medical marijuana cardholder under Chapter 3796 of the Ohio Revised Code. A positive drug test for marijuana will be treated the same as a positive test for any other illegal or controlled substance.

Child Protection

St. Christopher School follows all Archdiocese of Cincinnati mandates and Section 2151.421 of the Ohio Revised Code regarding reporting suspected child abuse or neglect.

Immunizations

St. Christopher School complies with the minimum immunization requirements set forth by Sections 3313.67 and 3313.671 of the Ohio Revised Code. Although St. Christopher School complies with those minimum requirements, it also retains discretion to enforce stricter requirements at any time, for instance, by requiring vaccination even over a parent's/guardian's conscience or religious conviction, objection, or by revoking a previous exception.

Health Screenings

Vision and hearing screenings shall be provided regularly.

Safety Plan

St. Christopher School files a completed safety plan with the State of Ohio annually. This plan contains policies and procedures for school staff and students to follow in the event of a variety of natural and man-made crisis situations. St. Christopher School also follows the requirements for necessary fire, evacuation, and tornado drills and files a semi-annual report with the state.

STUDENT CODE OF CONDUCT

St. Christopher School is a caring and supportive Catholic faith community, and as such, parents/guardians, teachers, and classmates should expect to be treated in a Christian manner. All members of our community are expected to be respectful and polite to each other at any time and place.

Discipline will be administered fairly but firmly, whenever an individual's action interferes with the rights of teachers to teach or the students to learn, or otherwise disrupts the educational environment. All adults on the staff are responsible for student discipline. Students who fail to follow these rules are subject to disciplinary policy and subsequent consequences.

St. Christopher School reserves the right to require a student to participate in counseling/therapy as an ongoing means of remedying behavioral issues, or as a condition of returning to school at all. By signing this Handbook, all students and parents/guardians agree that they will provide whatever authorization is necessary for St. Christopher School to speak with the counselor, therapist, or other mental health professional in such instances to ensure the students' behavioral issues have been or are being fully addressed.

As with the method and extent of any disciplinary measures, St. Christopher School reserves final judgement in these matters.

The code of conduct and rules stated in this handbook are not exhaustive. There may be inappropriate incidents that occur which are not stated here. In all disciplinary matters, administration and faculty reserve the right to apply disciplinary measures based on their professional and educational discretion. Additionally, please see the Conduct Disclaimer section below.

Whether in school, on the playground, or in Church, if disciplinary situations arise, the teacher and the student(s) involved will discuss the problem and plan to work toward a solution. If the seriousness or frequency of a problem warrants, the teacher will notify the principal and/or parents/guardians. If warranted, a meeting will be scheduled with the teacher, parents/guardians, and principal.

Conduct In or Out of School

Students are expected to follow the Student Code of Conduct whenever they are involved in activities of the parish, school, or when they represent the school. Any violations of the Student Code of Conduct will be reported to the parents and may result in consequences issued by the school administration.

St. Christopher School reserves the right to impose discipline for unacceptable behavior that takes place off school grounds and outside school hours.

Illegal Substances

The possession, use, distribution, or sale of illegal drugs or controlled substances, tobacco products, inhalants, alcoholic beverages, and/or instruments or objects capable of inflicting harm or used in a dangerous manner are not permitted.

Harassment, Intimidation, and Bullying

It is the policy of St. Christopher School (the “School”) that any form of harassment, intimidation, or bullying is expressly forbidden.

The Parish and School’s internet and computer system and equipment 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.

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.

Definition of Terms

"Electronic act" means an act committed through the use of a cellular or other telephone, computer, pager, personal communication device, or other electronic communication device.

"Harassment, intimidation, or bullying" means either of the following:

- Any intentional written, verbal, electronic, or physical act that a student has exhibited toward another particular student more than once and the behavior both:
    - Causes mental or physical harm to the other student; and
    - Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.
- Violence within a dating relationship.
- "Harassment, intimidation, or bullying" also means electronically transmitted acts i.e., by Internet, social media/network, blog, cell phone, personal digital assistance (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:
    - Causes mental or physical harm to the other student; and
    - Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.

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. 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 professional and educational discretion and judgment.

Types of Conduct

Harassment, intimidation, and bullying can include many different behaviors including, but not limited to, overt intent to ridicule, humiliate, or intimidate another student. Examples of conduct that could constitute prohibited behaviors include:

- Engaging in unsolicited and offensive or insulting behavior;
- Physical violence and/or attacks;
- Threats, taunts, and intimidation through words and/or gestures;
- Extortion, damage, or stealing of money and/or possessions;
- Exclusion from the peer group or spreading rumors; and
- 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:
    - Posting slurs on the Internet, websites, blogs, or social media/networks;
    - Sending abusive or threatening instant messages, text messages, emails, or other communications through the Internet, websites, blogs, or social media/networks;
    - Taking embarrassing photographs of students and posting them online or otherwise distributing them; and
    - Using the Internet, websites, blogs, social media/networks, or electronic communication devices to impersonate another individual or circulate gossip or rumors to other students.

Complaints Regarding Harassment

Formal Complaints

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.

Informal Complaints

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.

Anonymous Complaints

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.

Criminal Misconduct

Allegations of criminal misconduct will be reported to law enforcement, and suspected child abuse will be reported to law enforcement and/or Child Protective Services, consistent with the Archdiocese Decree on Child Protection and Ohio law. All School personnel must cooperate with investigations by outside agencies.

Conduct Disclaimer

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 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 relevant. Nothing in this Handbook limits or otherwise constrains the School's authority, discretion, judgment, or responsibility in any student disciplinary matters.

General Behavioral Expectations

The following general rules and expectations serve as reminders and are in support of the student.

CODE OF CONDUCT

1. Each student is responsible and accountable for his or her own actions.
2. Courtesy, respect, and consideration will be shown to all fellow students, staff, parents/guardians, workers, volunteers, visitors.
3. All students are subject to corrections from any faculty or staff.
4. The School Uniform Code will be followed, including expectations for out of uniform days.
5. Improper language or gestures, deliberate injury, or threatening statements, or conduct are unacceptable and will not be tolerated.
6. Stealing, cheating, plagiarism, or forgery, including parent(s)/guardian(s) signature(s), will not be tolerated.
7. Willful destruction of property or vandalism will not be tolerated, and parents/guardians are responsible for associated costs of repair or replacement. Accidental damage will also be subject to reimbursement of repair or replacement costs.
8. Students are expected to appropriately use time and resources in the restroom.
9. Books and materials are to be handled with care. Books must be covered and re-covered, as necessary. Damage to books on loan is subject to a fine not to exceed the book's value.
10. Students are expected to come prepared for class and other school activities.
11. Each student is responsible for his or her own belongings. Personal items should be marked with the student's name.
12. The student's use of non-medical, personal electronics may only be used with the permission of a teacher or other staff member.
13. Weapons, or any item that could be used as a weapon or that the principal might consider to be a weapon, are not permitted at school.
14. Students are to be orderly in the halls and classrooms at all times so that a positive learning environment is maintained. Students must walk in the halls and may speak quietly. No student should be in the hall without the permission of a faculty or staff member.
15. Students are not permitted to leave the school premises during the school day without the written, signed permission of their parents/guardians. Students must also obtain the permission of the principal or teacher before leaving the school.

Students will follow our Bee Statement expectations as posted in various locations throughout the school building.

- Be Respectful
- Be Responsible
- Be Safe
- Be a Problem Solver

Bus Conduct

St. Christopher School will comply with the local public school district's transportation policies with regards to bus service as it relates to misconduct on the bus.

Demerits, Detentions, Suspensions, Expulsions

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 and must sign the notification. Students are expected to return the demerit to school the following day. 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 classroom or principal's office with a staff member.

After School Detention: Assigned from 2:45 PM to 3:45 PM every Wednesday. Parents are provided the detention form with a written notification of the infraction and must sign the notification. Students are expected to return the detention to school the following day. Accumulation of three demerits in a quarter will result in a Wednesday detention.

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. 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 permanently removed from the school due to violations of, or a continued disregard for and disobedience of, the School's Code of Conduct.

Procedures to be Followed in Cases of Suspension and Expulsion

<u>In cases where a student is suspended, the following procedures will be followed:</u>

- Written notification will be sent to the parent/guardian and the student stating the reason for the suspension. The notification will also include the length of time of the suspension.
- A meeting (in-person, virtual, or by phone) will be held between school representatives, a parent/guardian, and, if appropriate, the student before or during the suspension. If immediate removal of the student is required, then the meeting (in-person, virtual, or by phone) will be scheduled as soon as practical.

- When a student's behavior is threatening, physically endangers her/him or others, or causes serious disruption to the school or the educational process, he/she may be removed immediately, and the above requirements will be fulfilled as soon as practical.

In cases where a student is expelled, the following procedures will be followed:

- At the discretion of the principal, the advice of a psychologist, physician, social worker, counselor, or other appropriate persons may be sought.
- Written notice will be sent to the parent/guardian and student describing the reasons for the student's removal and proposed expulsion.
- A meeting (in-person, virtual, or by phone) will be held between school representatives, the parent/guardian, and, if appropriate, the student, prior to the expulsion.
- A report detailing the reasons for the expulsion will be sent to the Superintendent of Schools.
- A parent/guardian who believes his/her child has been expelled for insufficient reason has the right to appeal, in writing sent through US mail, to the Superintendent.

Search and Seizure

St. Christopher School reserves the right to search and inspect school property used by students at any time. St. Christopher School also reserves the right to search and inspect personal property when the administration (1) suspects items prohibited by the school are in a student's possession; or (2) suspects a student may be engaged in conduct in violation of the school's policies and procedures. Such items may be confiscated and appropriate action, including disciplinary action, may be taken.

Cheating and Plagiarism

Cheating in any form will not be tolerated. Plagiarism is the act of using the ideas or words of others as one's own. Students are instructed regarding the nature of plagiarism. Students are expected to acknowledge the ideas and words of others appropriately through conventional standards. Students who engage in academic dishonesty may receive a failing grade on the assignment or assessment and may be subject to disciplinary action, including detention, suspension, and/or expulsion.

Finality of Decisions

The principal is the final recourse in all disciplinary situations and may waive or impose a disciplinary action at his/her discretion.

SCHOOL UNIFORM

Parent/guardian cooperation to enforce the dress code is essential. Parents/guardians should be aware of appropriate apparel and overall appearance, and should see that their children leave for school looking their best within modest limits.

Vendors

You may purchase student uniform clothing from any vendor with the exception of two items that must be purchased through Educational Apparel.

1. Gym Uniform
2. Quarter-Zips

Educational Apparel
Website: https://www.educationalapparel.com/
Phone Number: 614-876-3030
Email: info@educationalapparel.com

Enforcement (Uniform Reminder)

When a uniform infraction occurs, staff will email the family to identify the issue. Uniform infractions will be documented and monitored for patterns. When a Uniform Reminder is sent, parents/guardians are asked to review the note and help ensure the student's uniform is adjusted accordingly.

Out Of Uniform Days (OOU)

On the first Friday of each month and on other special designated days, students may be out of uniform. All uniform rules about modesty and fit still apply. No midriff, sleeveless, holes/tears, pajamas, revealing clothing, etc. Leggings may not be worn as pants alone. Clothing that promotes alcohol, drugs, violence, or political position is not permitted. The shoe uniform policy applies to OOU Days.

Uniform Guidelines

Uniform Tops

Grade Level	Polos	Quarter-Zips	Sweaters
Kindergarten-8th Grade	-Solid navy, gray, or maroon -Short or long sleeve -Must have a collar	-Sold from Educational Apparel (Solid navy, gray, or maroon quarter zip- fleece or performance style)	-Solid navy, gray, or maroon cardigans/ sweaters -Must be waist length

Uniform Bottoms

Grade Level	Pants and Shorts	Jumpers, Skirts, and Skorts	Leggings and Tights
Kindergarten-5th Grade	-Solid navy uniform-style pants or shorts -Must have pockets -Should be of modest length -Shorts are not permitted from November - February	-Solid navy uniform jumper, skirt, or skort -Should be of modest length -Shorts must be worn under jumpers and skirts -Leggings or tights must be worn under from November - February	-Solid navy, black, white, or gray may be worn under uniform jumpers, skirts, skorts, or gym uniform bottoms
6th Grade-8th Grade	-Solid navy or khaki uniform- style pants or shorts -Must have pockets -Should be of modest length	-Solid navy or khaki uniform jumper, skirt, or skort -Should be of modest length -Shorts must be worn under jumpers and skirts	-Solid navy, black, white, or gray may be worn under uniform jumpers, skirts, skorts, or gym uniform bottoms

Shoes, Socks, and Belts

Grade Level	Shoes	Socks	Belts
Kindergarten-8th Grade	-Sturdy and fully enclosed -Gym shoes must be worn on gym days -Flipflops, slides, heels, sandals, Crocs or Croc like shoes, wheeled shoes, noise making shoes, or light up shoes are not permitted	-Solid navy, black, gray, or white socks (with or without a small logo)	-Belts must be solid navy, black, or brown -Belts are not required but encouraged if needed for proper fit

Jewelry and Accessories

Grade Level	Jewelry	Accessories
Kindergarten-8th Grade	-Single, small necklaces may be worn on a short chain -Small and simple earrings are permitted -Jewelry should be limited	-Should be limited and in school colors, when applicable -Items that are distracting, oversized, or unsafe are not permitted

Gym Uniform

Grade Level	Gym Shirts	Gym Shorts	Sweatpants
Kindergarten-8th Grade	-Sold from Educational Apparel (Dri-fit or cotton gym tshirt)	-Sold from Educational Apparel (mesh gym shorts) -Leggings or tights must be worn under shorts from November - February (for K-5th)	-Sold from Educational Apparel (with logo) -Solid navy sweatpants are also permitted

Uniform Examples

Uniform Tops (Polos, Quarter Zips, Sweaters)











Uniform Bottoms (Pants, Shorts, Jumpers, Skirts, Skorts, Leggings)

Kindergarten-5th Grade: ONLY NAVY







6th-8th Grade: NAVY OR KHAKI






Gym Uniform (Shirts, Shorts, Sweatpants)








PARENT/GUARDIAN INFORMATION

Communication

The best educational atmosphere is one in which parent/guardian, teacher, school, and Church work as complements to one another. The commitment of the faculty and administration is to work in a constructive, professional manner for the education of our students. Lines of communication between all members of our educational community need to be open and direct and operate best when handled swiftly and confidentially.

Educational issues should be addressed to the classroom teacher first, before approaching the principal.

Teachers can generally be available after school to meet with parents/guardians. Parents/guardians are asked to schedule such appointments in advance. Teachers cannot interrupt their instruction time for spontaneous appointments. Parents/guardians are asked to write or call the teacher through the school office for an appointment time. Email and voicemail to the teacher are also acceptable. Drop in visits are discouraged, and are much less productive, as the teacher and/or principal will not be able to give parents/guardians total attention, and complete information, without preparation.

Dedicated time is set aside each school year for brief, formal Parent/Guardian-Teacher Conferences. Parents/guardians are encouraged to schedule these conferences using the predetermined format prior to conferences.

Confidentiality Regarding Students

Confidentiality of all student information is required. Administration, staff, and volunteers are expected to exercise caution in maintaining privacy regarding all matters regarding individual students.

Cooperation as Condition of Enrollment

If a student, or his/her parent/guardian, behaves in ways that hinders the school from pursuing its mission, objectives, or disciplinary norms, the administration may determine that St. Christopher School is not the appropriate educational environment for that child and the child may be disenrolled. These behaviors include, but are not limited to, the following:

- Lack of respect for the school's/parish's mission, programs, and activities.
- Lack of respect for school/parish employees; hindering them from discharging their duties.
- Lack of respect for school/parish property.

Custody Policy

Non-custodial parents have the right to information regarding student's progress unless a current court order states otherwise. St. Christopher School requires a copy of the current official, signed, and dated court document that indicates custody, visitation, and educational rights.

Emergency Closings

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.

We typically follow Vandalia Butler's delays/closures. The principal will announce delays and closures as soon as possible.

Social Media

St. Christopher School reserves the right to refuse admission or remove from enrollment any parent/guardian or student who posts unapproved or inappropriate photos or statements pertaining to the school, its faculty, administration, or students, or school events.

Technology

Use of the internet at St. Christopher School is guided by the principles stated in the Archdiocesan Responsible Use of Technology Agreement. A copy of this document will be sent home for parent's/guardian's signature before a student can use the internet at school.

While St. Christopher School attempts to filter internet traffic at school for the purpose of safeguarding staff and students, nothing is full-proof. It is always the responsibility of the user to comply with St. Christopher School policies and the Archdiocesan Responsible Use of Technology Agreement. Further, the parent/guardian and student are solely responsible for internet usage outside of school, even if on a school-issued computer or other device.

Chromebook Repair Request Form

A chromebook repair request form will be issued to a student and sent home to notify families about specific physical damage or operational issues discovered on a student's school-issued device. This form outlines the nature of the malfunction or breakage. Different from standard wear and tear, this form will outline student misuse or accidental issues. The form is intended to keep families informed about the condition of the technology assigned to your student, document how the incident occurred, and provide details regarding any necessary repair steps or associated structural assessments.

Theft or Loss of Personal Property

St. Christopher School shall not be directly or indirectly liable for theft or loss of any personal property of students on school grounds or at school-sponsored functions. Should a student choose to bring personal belongings to school or to a school-sponsored function, the student, not St. Christopher School, is personally and solely responsible for ensuring that his/her belongings are properly secured.

Students are discouraged from bringing valuable belongings to school or to a school-sponsored function. Valuable belongings include cash, expensive electronic or digital equipment, expensive clothing, attire, jewelry, etc. Should students choose to bring such items to school or to a school-sponsored function, they do so at their own risk. Parents/guardians should take steps to ensure that any valuable items are appropriately insured.

When appropriate, St. Christopher School will report to authorities and prosecute all thefts or vandalism to property.

Tuition

Tuition for St. Christopher School is set every year after deliberations by the Finance Committee of St. Christopher Parish, with recommendations submitted to the Parish Council and final approval by the Pastor. Additional tuition, financial assistance, and enrollment information can be found in the appendix.

Use of Student Pictures/Information

St. Christopher School wants to ensure that the privacy of all students is protected. Permission is requested for pictures of children in school publications/social

media/newsletters/etc.) St. Christopher School maintains a website and social media accounts. This site includes school information as well as student activities and student work. Families have the option to grant or not grant permission to these publications.

Visitor Policy

This policy outlines the guidelines for receiving visitors at Saint Christopher School- Saint Gabriel the Archangel Family of Parishes.

For the purposes of this policy, “visitors” include anyone who is not a regularly assigned staff member or student. This includes, but is not limited to, employees of other schools, family members, friends, volunteers, contractors, vendors, and other guests.

Importance of the Visitor Policy

The safety and security of our students and staff are among our highest priorities. A consistent visitor policy helps us maintain a safe, secure, and welcoming learning environment for everyone in our school community. We ask all to take these procedures seriously and follow them consistently.

Visitor Procedures- The following rules apply to all visitors:

1. **Main Entrance:** Visitors must approach the Main School Entrance (Door #1), press the buzzer, and look at the camera.
2. **Check-In:** Once permitted to enter, visitors will be greeted by an employee at the Visitor Station.
3. **Identification:** Visitors are required to provide identification upon arrival. Please have your Driver’s License ready.
4. **Visitor Badge:** Using our Raptor ID Scanner, visitors will receive a badge and be escorted by the person they are visiting.
5. **Check-Out:** When leaving the building, visitors will check in with the office to be signed out.

Important Note: After your ID has been scanned for the first time, you will be able to enter your name into the system without scanning your ID again. On future visits, type your name, select it when it appears, and print the badge.

We could not do these events without you! Thank you for volunteering your time for our school and students!

Recess Volunteers

Whether recess is indoors or outdoors, please stop by the main lobby to obtain a visitor badge.

Library Volunteers

Please obtain a new visitor badge each week when volunteering in the library.

Classroom Parties & Field Trips

We know these are exciting and busy times in the building! Please allow enough time to check in and obtain your badge before the party or field trip begins.

Conferences & Meetings

If you are attending a conference or meeting during the school day, please obtain a badge before heading to your meeting spot.

Thank you for your cooperation and commitment to maintaining a safe and secure environment for all students and staff at Saint Christopher School.

Volunteer Organizations

There are numerous volunteer opportunities at St. Christopher School- Parent Teacher Organization (PTO), GALA Committee, lunch/recess duty volunteers, etc. Staff will contact families at the beginning of the year to gauge interest and put families in contact with the correct organizers.

Volunteers

Volunteers are essential to the well-being of our school programs. We welcome parent/guardian and grandparent volunteers on a variety of special occasions. When coming to school, please report to the office, sign in, and receive a visitor badge to wear while in the school. Volunteers must have completed the Safe Parish Training, an electronic (on-line) background check through Selection.com, and remain current with the scheduled

Safe Parish training bulletins in order to volunteer at St. Christopher School. It is expected that parents/guardians follow the guidelines set forth in the Decree on Child Protection at all times. Additional details are available by accessing the Decree on Child Protection. Volunteers are also expected to sign the Volunteer Confidentiality Form (Appendix N) prior to volunteering.

GENERAL SCHOOL INFORMATION

Extra-Curricular Activities and Sports

When a student is participating in an extracurricular activity, including but not limited to After School Care, Scouts, Fine Arts Activities, Student Council, etc., during after school hours, he or she is expected to be respectful and behaves the student is required to behave during school hours. Students who do not conduct themselves accordingly may be referred by the activity leader to the principal for disciplinary action.

A student who is suspended from school will not be allowed to participate in athletics at St. Christopher School during such suspension. The suspended student will not be allowed to begin participating in St. Christopher School sports until the date that he/she is eligible to start school after the suspension.

Birthday Invitations, Valentines, and Gifts

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.

Invitations should be sent to the homes of students unless an invitation is being given to every student in the entire grade or all the boys/girls.

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

Students should not exchange individual gifts at school.

Library

The school has a well-equipped library. Students are encouraged to use the library for curricular enrichment and pleasure reading.

Borrowed books are to be returned on time and in good condition.

Families are responsible to pay for lost or damaged book(s).

Students who have lost or damaged books do not receive report cards until their account is cleared.

Lost and Found

Any items left in the school building or on school grounds should be turned in to the school office to be placed in the Lost and Found area. The Lost and Found area is located directly outside of the main office.

Items placed in the Lost and Found will remain there for 10 days. After 30 days, unclaimed items will be donated to charity.

Students who lose a library book or school resource must pay the replacement cost.

Families are encouraged to check the Lost and Found regularly, as many items are turned in throughout the school year. Parents should look in the Lost and Found for any items their child may have misplaced.

Lunch Program

St. Christopher School outsources our lunch program to St. Albert Nutrition Service. Menu, pricing, account setup, etc. can all be found on their website. St. Albert Nutrition Service uses PaySchools as its third- party student account manager.

Here are some notes that will help you when setting up your PaySchools account for the first time:

- Go to www.payschoolscentral.com
- When selecting a school, select "St. Albert the Great- Dayton" (St. Albert is the lunch provider, not St. Christopher)
- You will need your student id number: Log into your FACTS Family Portal...
    - Go to www.factsmgt.com

            - You can also find this link on our website under "Current Families" then "FACTS Family Portal."
        - District Code = SCV-OH (stands for St. Chris Vandalia - Ohio)
        - Once in FACTS Family Portal,
            - Select "Family" on the left side.
            - Select your child's name from the "Family Members" drop down list in the top/middle of screen.
            - Your child's ID Number will be the five-digit "System" number.
    - If you have problems or questions, please call St. Albert Nutrition Service at 937-293-8217.

We are a cashless cafeteria. If you plan for your child to purchase lunch, an account will be necessary.

Students can participate in the lunch program or pack their lunch.

Free/Reduced Meal Benefits- Families may complete the application directly through their PaySchools account where eligibility status will be determined immediately upon submission. If you think you may qualify, we encourage you to fill out an application. There is a FREE/REDUCED MEAL APPLICATION tab on the right side. Families who qualified in previous years will need to complete a new application each school year.

Account Balances

In an effort to help cut down large negative balances for the cafeteria staff, we implement procedures for negative lunch balances.

<u>First day the account is negative:</u>

- A notification text will be sent to families when the account becomes negative

<u>Second day the account is negative:</u>

- A notification text will be sent to families
- Meal on credit (PBJ)

<u>Third day the account is negative:</u>

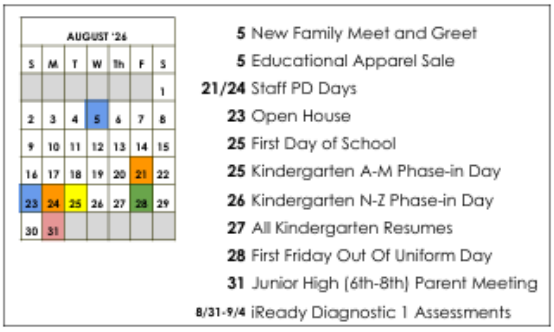
- Mrs. Trentman will message families
- Final meal on credit (PBJ)
- Account will be frozen until Auto-Replenish is established

APPENDICES

Appendix A	Accident Injury Form
Appendix B	Archdiocesan Policy for Youth Activities/Permission Form
Appendix C	Asthma Inhaler Form for Self-administration
Appendix D	Decree on Child Protection
Appendix E	Emergency Medical Authorization Form
Appendix F	Parent/Guardian Authorization for Student Possession and Use of an Epinephrine Autoinjector
Appendix G	Parent/Guardian Request for Administration of Medication
Appendix H	Physician Request for Administration of Medication
Appendix I	Prescriber Authorization for Student Possession and Use of an Epinephrine Autoinjector
Appendix J	Responsible Use of Technology
Appendix K	School Calendar
Appendix L	Social Media Policy and Media Release Form (On FACTS enrollment packet)
Appendix M	Tuition Information and Forms
Appendix N	Volunteer Confidentiality Form

Appendix K

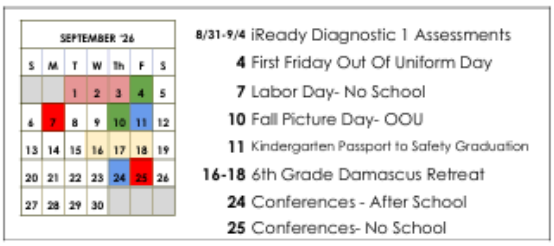
St. Christopher School 2026-2027 Calendar



AUGUST '26

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

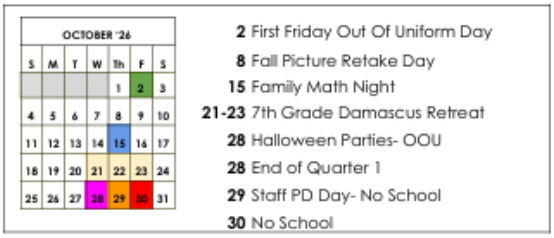
5 New Family Meet and Greet
5 Educational Apparel Sale
21/24 Staff PD Days
23 Open House
25 First Day of School
25 Kindergarten A-M Phase-in Day
26 Kindergarten N-Z Phase-in Day
27 All Kindergarten Resumes
28 First Friday Out Of Uniform Day
31 Junior High (6th-8th) Parent Meeting
8/31-9/4 iReady Diagnostic 1 Assessments



SEPTEMBER '26

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

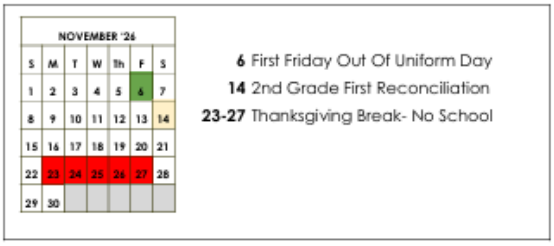
8/31-9/4 iReady Diagnostic 1 Assessments
4 First Friday Out Of Uniform Day
7 Labor Day- No School
10 Fall Picture Day- OOU
11 Kindergarten Passport to Safety Graduation
16-18 6th Grade Damascus Retreat
24 Conferences - After School
25 Conferences- No School



OCTOBER '26

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

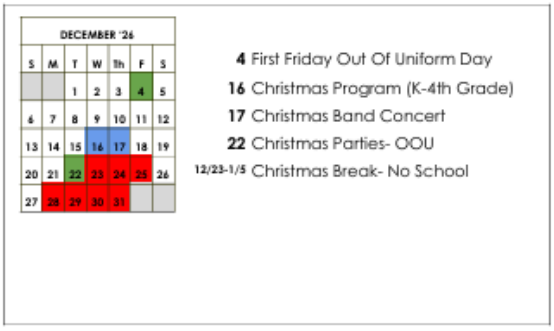
2 First Friday Out Of Uniform Day
8 Fall Picture Retake Day
15 Family Math Night
21-23 7th Grade Damascus Retreat
28 Halloween Parties- OOU
28 End of Quarter 1
29 Staff PD Day- No School
30 No School



NOVEMBER '26

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

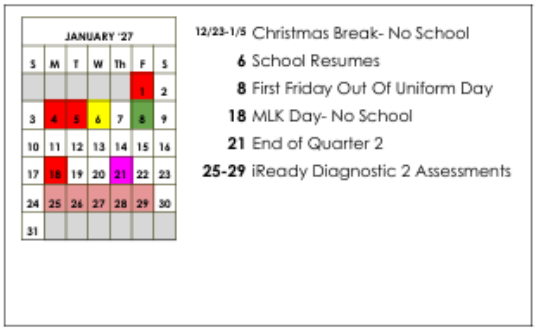
6 First Friday Out Of Uniform Day
14 2nd Grade First Reconciliation
23-27 Thanksgiving Break- No School



DECEMBER '26

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

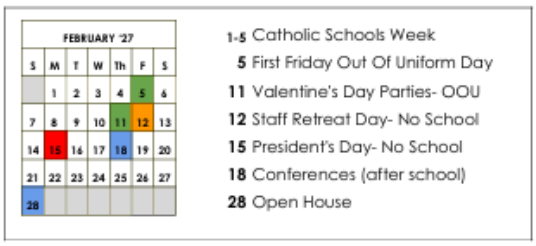
4 First Friday Out Of Uniform Day
16 Christmas Program (K-4th Grade)
17 Christmas Band Concert
22 Christmas Parties- OOU
12/23-1/5 Christmas Break- No School



JANUARY '27

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

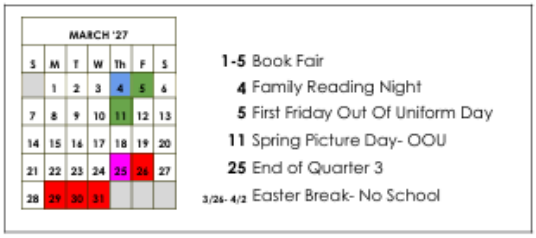
12/23-1/5 Christmas Break- No School
6 School Resumes
8 First Friday Out Of Uniform Day
18 MLK Day- No School
21 End of Quarter 2
25-29 iReady Diagnostic 2 Assessments



FEBRUARY '27

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

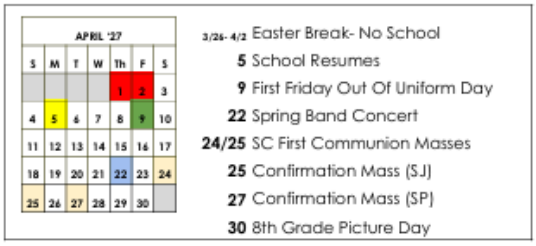
1-5 Catholic Schools Week
5 First Friday Out Of Uniform Day
11 Valentine's Day Parties- OOU
12 Staff Retreat Day- No School
15 President's Day- No School
18 Conferences (after school)
28 Open House



MARCH '27

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

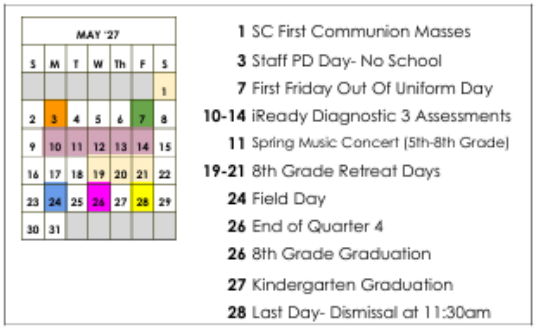
1-5 Book Fair
4 Family Reading Night
5 First Friday Out Of Uniform Day
11 Spring Picture Day- OOU
25 End of Quarter 3
3/26- 4/2 Easter Break- No School



APRIL '27

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

3/26- 4/2 Easter Break- No School
5 School Resumes
9 First Friday Out Of Uniform Day
22 Spring Band Concert
24/25 SC First Communion Masses
25 Confirmation Mass (SJ)
27 Confirmation Mass (SP)
30 8th Grade Picture Day



MAY '27

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

1 SC First Communion Masses
3 Staff PD Day- No School
7 First Friday Out Of Uniform Day
10-14 iReady Diagnostic 3 Assessments
11 Spring Music Concert (5th-8th Grade)
19-21 8th Grade Retreat Days
24 Field Day
26 End of Quarter 4
26 8th Grade Graduation
27 Kindergarten Graduation
28 Last Day- Dismissal at 11:30am

Appendix M

St. Christopher School

Tuition, Financial Assistance, and Enrollment

Tuition

Timely tuition payments and support of the school community are expectations for enrollment at St. Christopher School. Tuition and fees are paid through the FACTS Tuition Management Program.

All families must have an active FACTS tuition payment account by June 1 of each year, or within two weeks of acceptance if registering after June 1, to be considered registered for St. Christopher School.

Base Tuition

Tuition for the 2026-2027 School Year is $6,666 per child.

In partnership with our scholarships/assistance, no family will pay more than $4,000 per child.

Applying for Financial Assistance

Families are encouraged to apply for the EdChoice Scholarship. Other available scholarship opportunities are contingent on EdChoice Applications.

Receiving financial assistance does not eliminate the family's responsibility to maintain an active FACTS account and fulfill its remaining financial obligations to St. Christopher School.

The St. Christopher School Office Staff will communicate tuition and assistance procedures with families.

Financial Assistance and Scholarships

St. Christopher School recognizes the importance of making Catholic education accessible to families. Families are encouraged to explore the scholarship opportunities to help reduce the price of tuition.

Families are responsible for completing the required application and renewal procedures and providing the necessary documentation.

Ohio EdChoice Scholarship: $616-$6,166

Ohio's EdChoice Scholarship Program provides tuition assistance for eligible students attending participating schools.

EdChoice Traditional: This program provides scholarship opportunities for K-12 students who reside within the district of a low performing public school.

EdChoice Expansion: This program provides scholarship opportunities for K-12 students based off the families Adjusted Gross Income (AGI) in relation to the Federal Poverty Level Guidelines (FPL). Those under 450% FPL qualify for a full EdChoice Expansion Scholarship, with Scholarships being reduced by a tiered method for those families above 450% FPL.

SGO (Scholarship Granting Organization) Scholarship: Amounts Vary

SGO provides tuition assistance for students.

Archdiocese of Cincinnati Financial Assistance: Amounts Vary

Catholic Education Foundation: Each year there is an application period for elementary students, grades PK-8. To apply, the family will need to fully complete a FACTS Grant and Aid application by inputting financial information (such as sources of income, assets, and household expenses) including their prior year tax return and W2s. FACTS then uses an internally built calculation to determine financial need based on the family's ability to pay. Please note that a student is not eligible to receive a CEF Scholarship if he or she is on an Ohio EdChoice Scholarship or Jon Peterson Special Needs Scholarship that covers their full tuition balance. CEF funds can only be applied to a remaining tuition balance. The CEF funds are not able to be applied to any outstanding fees or back owed tuition.

Welcome Scholarship: Offered in limited numbers to students who are new to Catholic Schools in the Archdiocese.

Father Monnin Scholarship: Amounts Vary

This scholarship is an additional potential source of tuition assistance.

Tuition Payment Options

All tuition payments are processed through the FACTS Tuition Management Program. Families are responsible for maintaining an active account and ensuring tuition payments are made according to their selected payment arrangement.

Payment Plan Options:

*Processing fees apply.

*Payments are processed on the 15th of the month.

- Full Pay Plan- made in July
- Semi-Annual Payments- made in July and December
- Quarterly Payments- made July, October, January, April
- 10 Monthly Payments- made July-April
- 12 Monthly Payments- made July-July

Registration & Re-Enrollment Fees

New Students

- A $242 registration fee (includes processing fee) per family must be submitted with the application.
- The Registration Form and Registration Payment must be received before Kindergarten Screening or Transfer Student Shadow Days are scheduled.

Returning Students

- A $231 registration fee (includes processing fee) per family must be submitted upon re-enrollment.
- Returning students must reserve their place for the upcoming school year by completing the re-enrollment packet and paying the re-enrollment fee by the designated deadline.
- The school reserves the right to review outstanding financial obligations and other applicable enrollment requirements before confirming re-enrollment.

All registration fees are nonrefundable.

Re-Enrollment & Enrollment Deadlines

Families must complete the registration or re-enrollment process and submit the required fee by the deadline designated by St. Christopher School.

Families who do not complete the required re-enrollment steps by the designated deadline forfeit their student's place for the upcoming school year. St. Christopher School cannot guarantee that a place will remain available after the deadline.

A $25 per student late fee will be charged for families re-enrolling after the designated deadline.

Financial Delinquency

Timely tuition payments are an expectation of continued enrollment at St. Christopher School.

Families experiencing financial difficulties are encouraged to communicate with the school office regarding their circumstances and outstanding balances.

Transcripts and records will not be released for students transferring or graduating from St. Christopher School until financial obligations are met.

Withdrawal Policy

The following tuition obligations apply to registered students who withdraw:

Withdrawal before the first full day of school: The family is responsible for one-quarter of their tuition amount.

Withdrawal during the school year: The tuition account will be reconciled based on the number of months partially and or fully attended.

Withdrawal resulting from special family circumstances (moving out of area, etc.): Will be reviewed on a case-by-case basis. Tuition obligations will be determined by the school administration.

These obligations apply regardless of whether the student has received scholarship assistance. Families should contact the school office with questions.

All outstanding financial obligations must be addressed before school records will be forwarded.

Questions, Meetings, and Contact Information

Questions regarding tuition, registration fees, re-enrollment, payment arrangements, or financial assistance should be directed to the St. Christopher School office.

St. Christopher School: 937-898-5104

Kim Thompson- FACTS and Tuition: kthompson@sc.sgfp.org

Jacqui Schindler- EdChoice: jschindler@sc.sgfp.org

If you prefer to meet in person to complete applications, re-enrollment, EdChoice, etc., please schedule an appointment with the office.

We are grateful for our families' support of St. Christopher School and their dedication to our Catholic mission and school community.

SIGNATURE PAGE

We hereby affirm that we have read the Family Handbook. We certify that we consent to and will follow all policies and procedures of the school, including everything contained in the St. Christopher School Family Handbook.

_____	_____
Parent/Guardian Signature	Date
_____	_____
Parent/Guardian Signature	Date
_____	_____
Student Signature	Date
_____	_____
Student Signature	Date
_____	_____
Student Signature	Date
_____	_____
Student Signature	Date
_____	_____
Student Signature	Date