

Handbook Highlights

It is required that all families complete, sign, and date the **ACKNOWLEDGEMENT OF PROGRAMS, POLICIES, AND PROCEDURES**, page 2 of the Family Handbook, and return it to the school office no later than September 16, 2011.

Care of Books

Since books are expensive both to purchase and to maintain from year to year, parents are urged to help children be responsible for books used. Books are to be kept covered and clearly identified. Book bags should be used at all times. Students are financially responsible for the loss or damage of books.

Electronics & Cell Phones

No electronic devices are permitted in school including Ipods, MP3 players, gameboys, etc. If parents choose to send a cell phone with their child(ren), the phone is to remain turned OFF and in the student's book bag or locker during the school day. Those who violate any rules regarding cell phones will forfeit their privileges of bringing them to school. Cell phones will be taken and turned into the principal. If warranted, disciplinary consequences will apply. Cell phones will be returned only to a parent or legal guardian. A second violation will result in the phone being held by the principal until the end of the school year. Contents of a cell phone may be searched if there exists a reasonable suspicion that it may have been used in an activity prohibited by the Code of Conduct.

Tardiness

Because tardiness interferes with the student's progress in school and disrupts classroom teaching, parents are requested to see that their children cultivate the habit of punctuality. Students who report to the classroom after 7:55 A.M. are tardy. Students are not considered tardy if their school bus arrives late at school.

Students coming late to school must be accompanied by their parent / guardian to the office to sign in the *Tardy Book*. Students coming to school fifteen minutes after the first bell will be marked absent for the amount of school time that they have missed. They are then to sign in the *Absent From Class* book in the reception area.

Uniform

ALL STUDENTS Grades 1-8

For all students, sweaters or sweater vests of solid color, white, yellow, gold, gray, black, navy or dark green may be worn (no hoods).

Students are to wear clothing appropriate to their size.

Girls wear solid colored white, yellow, gold, gray, navy or dark green knee high socks, above the ankle socks, or opaque tights. Sport socks, sheer tights or nylons may not be worn.

All students must wear solid colored brown, black, navy, dark green, or gray dress shoes (oxford or loafer). If the dress shoe has laces, they must be the same color as the shoe. Shoes must be closed toe and heel. Heels may not exceed 1 1/2 inches.

No athletic shoes (tennis, soccer, basketball, skateboard, etc.) may be worn with the school uniform.



Athletic shoes should be brought to school to wear with the physical education uniform on those scheduled days.

Students are asked not to wear jewelry or have body piercing or tattoos. One set of stud (small post) earrings and a watch may be worn. Students are asked not to wear make-up, tattoos, nail polish or fake nails.

St. Columbkille School does not accept or permit hairstyles that are fad or trend in nature. Hair accessories such as: extensions, bandanas, beads, oversized flowers/bows, etc. are not permitted. No shaved lines, tails, bi-level cuts or attention-getting hair styles are permitted. Students' hair must remain natural in color. Boys' hair must be above the ears and off the collar. Hair must not obstruct vision. No facial hair is permitted.