



Columbus Academy

In Quest of the Best

2011-2012

Lower School Handbook

**The Columbus Academy
4300 Cherry Bottom Road
Post Office Box 30745
Gahanna, Ohio 43230**

**Lower School Office 614-337-4302
Lower School CASE Program 614-509-2240**

This handbook is published by the Lower School of The Columbus Academy and is to be used only by school parents, students, faculty or staff for school-related matters. School policy prohibits the use of information herein for commercial, political or religious purposes or for the activities of other non-profit organizations.

This handbook is intended to supplement, not supersede, the all-school handbook.

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Mission/Diversity Statements

Mission Statement:

The Columbus Academy – an independent, coeducational college preparatory school – enriches its academic tradition of excellence by valuing a broad diversity of students as it seeks to develop the complete person – mind, body and character. The school rewards rigorous effort and accomplishment, fosters compassion, respect and moral courage, and insists on integrity, fair play and community service. The Academy strives to develop and sustain a community of thoughtful, responsible, capable and confident citizens eager to engage in a pluralistic and ever-changing world.

Diversity Statement:

The Columbus Academy aspires to be an inclusive community where all differences – consistent with the mission of the school – are valued, respected and integrated into the education process.

Non-Discrimination Policy:

The Columbus Academy encourages and welcomes applications from students without regard to race, creed, sexual orientation, religion or national origin and does not discriminate in the administration of its educational policies, financial aid programs or school-administered extracurricular programs.

Dear Parents,

Welcome to the Lower School. The information found herein represents a good deal of work on the part of several parents who spent considerable time encapsulating the policies and procedures that inform our Lower School community into one manual.

During the school year, issues will arise affecting students and families that require clarification and direction. As a Lower School community of over 1,000 people made up of students, faculty, and parents, we do best if we operate with some basic common understandings. To this end, I humbly ask you to review the Lower School Parent Handbook and refer to it throughout the year. There are very few “new” policies in place, but from my perspective we all benefit from having these guidelines collected in print.

The 2011-2012 school year is shaping up to be a very successful school year indeed. As always, I look forward to your participation and involvement this year, and I thank you in advance for your kind attention to this document.

Respectfully,
Dan
Dan Vorenberg
Head of Lower School



Faculty

	Email Address*
<u>Pre-K</u>	
PK-A- Lisa Spolter	Lisa_Spolter@
PK-A-Jodi Bergere	Jodi_Bergere@
PK-B Alicia Crain	Alicia_Crain@
PK-B Deanna Robeano	Deanna_Robeano@
<u>Kindergarten</u>	
A-Elaine Luers	Elaine_Luers@
A-Debbie Newman	Newman@
B-Marilyn Turnock	Marilyn_Turnock@
B-Anne Schreiber	Anne_Schreiber@
C-Bill Connick	Bill_Connick@
C-Sarah Henry	Sarah_Henry@
D-Elaine Boaz	Boaz@
D-Terri Paulson	Theresa_Paulson@
<u>First Grade</u>	
A-Donna Saide	Donna_Saide@
A-Ali Hildahl	Ali_Hildahl@
B-Sarah Warstler	Sarah_Warstler@
B-Mikki Joseph	Mikki_Joseph@
C-Beth Klug	Beth_Klug@
C-Taylor Daniels	Taylor_Daniels@
D-Julie Simmons	Julie_Simmons@
D-Cyndi Yakscoe	Cyndi_Yakscoe@
<u>Second Grade</u>	
A-Jen Barren	Jennifer_Barren@
A-Amy Lester	Amy_Lester@
B-Kelly Black	Kelly_Black@
B-Lisa Poulin	Lisa_Poulin@
C-Leslie Hopping	Leslie_Hopping@

C-Beth Downing
D-Sarah Penney
D-Val Reckner

Beth_Downing@
Sarah_Penney@
Reckner@

Third Grade

A-Marty Livingston
B-Shannon O'Connor
C-Vanessa Taglia
D-Wendi Chavarria
A/C- Christine Hardy
B/D-Sue Figlik

Marty_Livingston@
Shannon_Oconnor@
Vanessa_Taglia@
Wendi_Chavarria@
Christine_Hardy@
Sue_Figlik@

Fourth Grade

A- Paul Kegelmayer
B-Katie Altier
C-Elizabeth Sinclair
D-Gail Tanner
B/C-Penny Halterman
A/D-Anne Ramsey

Paul_Kegelmayer@
Kathryn_Altier@
Elizabeth_Sinclair@
Gail_Tanner@
Halterman@
Anne_Ramsey@

Specialists

Art- Lloyd Cicetti
Drama-Larissa Bateman
Library-Kristin Oeth
Library-Cathy Mullin
Music(PK&K)- Betsy Butler
Music(1-4)-Amy Garver-Solis
PE-JoAnne Adams

Lloyd_Cicetti@
Larissa_Bateman@
Kristen_Oeth@
Catherine_Mullin@
Betsy_Butler@
Amy_Garver_Solis@
Adams@

* all emails are @columbusacademy.org

PE-Jeff Warstler	Jeff_Warstler@
PE/Swim-Craig Yakscoe	Craig_Yakscoe@
Science(K-1)-Taylor Daniels	Taylor_Daniels@
Science(2-4)-Dianne Griffin	Griffin@
Spanish(PK,3-4)-Dayanara Quezada-Taylor	Dayanara_Quetzada-Taylor@
Spanish(K-2)-Deanna Robeano	Deanna_Robeano@
Strings-Cynthia Bush	Cynthia_Bush@
Swim-Lori Moore	Lori_Moore@
Tech(1-4)-Mark Mitchell	Mark_Mitchell@

Child Study Team

Learning Styles-Barb Cicetti	Barb_Cicetti@
Psychologist-Joe Cantrell	Joe_Cantrell@
Reading- Gabrielle Farrenkopf	Gabrielle_Farrenkopf@

Nurse

Beckie Hoagland	Beckie_Hoagland@
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Administration

Michelle Saling	Michelle_Saling@
Dan Vorenberg	Dan_Vorenberg@

* all emails are @columbusacademy.org

Important Dates

Key Lower School Events

Tues, August 23	Lower School Meet-the-Teacher
Thurs, August 25	First Day of Classes Lower School New Parent Orientation
Thurs Sept. 1	Lower School Parents' Night
Fri, Sept. 2	Lower School Parent Conferences
Mon, Sept.5	No School for Lower School
Tues-Fri, Oct.11 th -14 th	Labor Day – No School
Fri, October 14 th	4 th Grade Glen Helen Trip
Mon, October 10	Charlie David Dinner
Thurs, November 3	Columbus Day – No School
Fri, November 4	Parent/Teacher Conferences Lower School Parent/Teacher Conferences—No School
Tues, Nov. 22	No School for Lower School Thanksgiving Break begins at end of day
Mon, Nov 28	Classes resume
Thurs, Dec. 15	LS Holiday Gathering – Winter Break begins at end of day
Tues Jan 3	Classes resume
Mon, Jan 16	Martin Luther King, Jr. Day – No School
Mon, Feb 20	Presidents' Day – No School
Thurs, Feb 23	Parent/Teacher Conferences
Fri, Feb 24	Parent/Teacher Conferences – No School
Fri, March 19	Spring Break begins at end of day
Mon, March 26	Classes resume
Thurs, May 17	Parent/Teacher Conferences

Fri, May 18	Parent/Teacher Conferences No School for Lower School
Mon, May 28	Memorial Day – No School
Thurs, May 31	Closing Program for grades 3 and 4
Fri, June 1	Closing Program for grades PK, K, 1 and 2 Students dismissed after their program

Late Start/Early Dismissal Days

The Columbus Academy observes an abbreviated school day six times per school year in order to further professional development of the teaching faculty and school staff. On late start days, school will begin promptly at 9:30. Students should be in their seats and ready to begin the day at this time. Supervised carpool drop-off will begin at 9:15. CASE is available to those for whom it is a necessity beginning at 7:00 a.m. On early dismissal days, students will be dismissed at 12:00, and should be picked up promptly at this time. Lower school students will be given lunch before they are dismissed. Again, CASE is available until 6:00 to those for whom it is a necessity.

This year's dates are as follows:

- September 21 – Late Start Day
- November 9 – Late Start Day
- January 9 – Early Dismissal Day
- February 8 – Late Start Day
- April 9 – Early Dismissal Day

Arrival/Dismissal Procedures

Arrival:

Supervised care begins as early as 7:00 a.m. in the CASE room. Parents must walk their child to the CASE room prior to 7:30 a.m. Supervised playground time is from 7:30-7:55 a.m., and all Lower School children on campus are expected to be on the playgrounds during this time.

School begins promptly at 8:05 am.

Dismissal:

We ask parents to pick up children promptly at dismissal time. Please let your child's teacher know in written form of changes from the standard transportation plan. If you choose to email the classroom teacher regarding a transportation change, please also copy Michelle Saling (Michelle_Saling@columbusacademy.org), who can ensure that the message is received. Without written indication from a parent, faculty will have children follow their routine plan for getting home. If there is a change of transportation plans that occurs during the day, the office needs to know by 2:30. Please call 337-4302. If a student is not picked up by 3:30, s/he will be taken to the CASE room.

Lower School students should go either to a bus, car or CASE. Older siblings may not care for younger siblings at school. No student in Lower School is permitted to remain after school in any location unless under adult supervision or in CASE.

Traffic

All students should be dropped off in the morning and picked up in the afternoon using the carpool circle in front of the Lower School entrance. Carpool drivers should turn onto Viking Way, following it until they reach the carpool drop off area on the right. Students should exit cars curbside only for safety. After picking up or dropping off students, cars should proceed around the Lower School circle counter-clockwise and then exit via Viking Way. Please keep the carpool line moving, do not hold up others with last-minute conversations or removal of supplies from trunks, etc. If you need more time or space to remove articles, please park in the Lower School lot opposite the Athletics Complex.

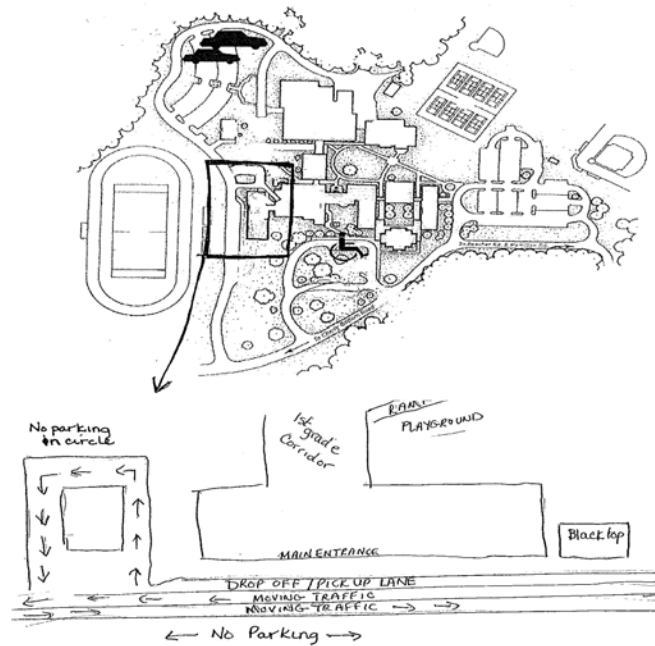
- Parking lot speed is 15 miles per hour.
- Follow direction of security officer and/or faculty member.
- Watch for pedestrians at all times.
- Arrival: Say good-bye and make after-school arrangements before leaving home so students and belongings can exit cars as quickly as possible. Pull forward as far as possible before allowing students to exit the car. If you are aware that students in your car will require extra time to exit, then wait to pull to the front of the drop-off line.
- Dismissal: Stay in lane closest to curb for pick-up and keep up with the car in front. If child is not at pick-up point, keep moving to the front of the line.
- Do not use cell phones during drop-off or pick-up.
- Please be patient.
- Please be courteous to the faculty/staff working to

ensure a safe, efficient arrival/departure for all of our students.

Parking

Parking in the curb lane/fire lane is prohibited at all times. **There are no exceptions.** During normal pick-up and drop-off times, Lower School parents or guardians who wish to walk children into school or wish to walk into school to pick up children must park in the designated parking lot opposite the Athletics Complex. For student safety, parking in the bus circle and/or by Academy Hall and walking down to the Lower School building or playground/blacktop area to either drop off or pick up children is prohibited.

Absences



It is the intent of this policy to ensure that children know their parents respect the importance of their children's "job" – being at school and working hard when school is in session. Thus, the policy's intent is to ensure that parents know how important we believe it is for them to plan well in advance so that trips and vacations occur in the four-plus months of vacation time. This is so that the many rich experiences which are part of each school day and which simply cannot be duplicated by "making up work" – classroom discussions, group projects, orientation to new concepts, work with librarians, music and art teachers, science, technology, participation in what will become the shared history of a child and his or her classmates – are protected experiences for children.

The school excuses children when: (No absence request form necessary)

1. **They are ill.** PARENTS NOTIFY THE LOWER SCHOOL OFFICE BEFORE 8:30 ON ANY DAY THE CHILD WILL NOT BE IN. This notification is essential. If we do not hear from the parent and the child is not at school, it is necessary for us to contact a parent in order to locate the child.
2. **There is a family emergency.** PARENTS NOTIFY THE TEACHER OR THE OFFICE AS SOON AS THE PARENTS KNOW AN ABSENCE WILL BE NECESSARY.
3. **A child's medical appointment cannot be scheduled outside of school hours.** PARENTS NOTIFY THE CLASSROOM TEACHER AT LEAST A DAY IN ADVANCE. It is essential that the teacher know ahead of time that a child is going to be missing school for an hour or two. Sometimes the schedule on a particular day may make it possible for a teacher to shift a planned schedule so that the child does not miss introduction of new material, etc., but advance notice is

needed.

4. **They celebrate a religious holiday when school is in session.** PARENTS NOTIFY THE CLASSROOM TEACHER AT LEAST A DAY IN ADVANCE OR THE SCHOOL NURSE BEFORE 8:30 ON THE DAY OF ABSENCE. This notification is essential. If we do not hear from the parent and the child is not at school, it is necessary for us to contact a parent in order to locate the child.

The school does not excuse children: (Absence request form necessary)

1. **For “vacations” during school time.** This includes ski trips, beach trips, recreational trips to destinations such as Disney World, family reunions, etc. The school **does not excuse children to leave for vacation on the days before or after school holidays.** The Columbus Academy has over four months of school vacation time in each calendar year. We recognize and support the need for families to have time to play together, and know that the synchronizing of parent work demands and the requirements of the school schedule requires conscientious planning ahead. However, the four month time and additional long weekends provide plenty of time for coordination of the school’s expectation that parents will plan family trips during days when school is not in session, purchase plane tickets well in advance so that children do not miss school days at either end of school vacation times, etc.
2. **From events considered to be part of the culture of the school and listed in the full version of the school calendar.** These events, including activities such as the December Holiday Program, Closing Ceremonies on the last day of school and the Fourth Grade Oper-

etta (for fourth-graders) are important for bonding and building a common history. Children who are deprived of participation in important community events experience feelings of disconnection, or are seen by peers as disconnected. The importance of participation in special programs, school trips and other scheduled events needs to be honored by parents. Children need to know that their involvement in the school community is valued by their parents, and therefore it is essential that parents make participation in special programs, school trips and other scheduled events a priority.

PROCEDURES FOR REQUESTING A PRE-PLANNED FULL DAY ABSENCE:

A parent needs to request a full day absence form at least two weeks before the parents need a decision and two weeks before the absence occurs. This form should be turned into Michelle Saling in the Lower School office.

The division head and your child's classroom teacher will review this.

A recommendation from the division will be made to the Head of School, based on whether the proposed absence fits within the school's guidelines for excused absences, the child's ability to maintain academic and social progress while missing the proposed school time and on the unique nature of the situation. The Head of School will make the final determination of whether the absence can be excused. Parents need to make sure that their initial request gives the school at least two weeks for the decision-making process.

When an absence is excused through the process outlined above, make-up work will be assigned and a reasonable date will be set for completion and evaluation

of the work. The pace of a classroom day is somewhat unpredictable, due to individual needs, enrichment that may grow out of planned lessons, etc. If presentation of new concepts has been missed, parents may need to seek tutorial support. Parents will certainly need to make special accommodations in the family schedule to allow for catch-up that is as quick as possible. Catch-up time usually hinders ability to take advantage of current instruction.

UNEXCUSED ABSENCES:

All absences which are not due to a child's illness, a family emergency or have been excused ahead of time through the process stated above will be unexcused and will be recorded as such in the child's records. Children whose absence is unexcused may receive failing grades for missed work. Deadlines for assigned work will not be extended. At the discretion of the Head, excessive unexcused absences may result in non-renewal of the student's contract.



Late Arrival

Students who arrive at school late due to medical appointments or other events which qualify as excused absences should report to the Lower School Office upon their arrival to sign in. This information will be used for attendance record-keeping.

Early Pick Up

Students who leave school early should report to the Lower School Office to sign out. If a child returns before the end of the day, s/he should again report to the office to sign in.

Tardies:

Students in grades PreK-4 arriving later than 8:05 a.m. must go to the Lower School Office to sign in before going to their classrooms. This information will be used for attendance record-keeping.

Students are permitted no more than four tardy days per quarter. Parents are expected to monitor and curb tardiness because of the disruption to their child and the class when students arrive late. Excessive tardies will necessitate a meeting with the Head of the Lower School.

Behavioral Expectations

It is expected that Lower School students will respect themselves, their families, teachers, classmates and school so much that making good choices is the norm. To this end, the Lower School employs the simple acronym C.A.R.E.S. in offering community guidelines for appropriate behavior.

Cooperation
Assertion
Responsibility
Empathy
Self-Control

It is our hope that in our day-to-day interactions we all can operate with C.A.R.E.S. in mind. There are occasions when parents and/or PACA may hold on-campus events. These include – but are not limited to – pizza parties, tailgates, fairs, etc. It is the school’s expectation that the preceding behavioral guidelines will govern student behavior at these events regardless of whether there are school personnel present. C.A.R.E.S. should serve as our community guidelines at all school and/or parent-sponsored events both on and off campus.

Below, please find specific behavioral and disciplinary issues. They may warrant attention by students, parents, faculty and the administration.

Faculty will take action if a student is unable to curb the behaviors below:

Repeated tardiness
Disruption of learning in classroom or hallways
Rudeness
Disobedience

Inappropriate language
Being out of dress code
Put downs/exclusion of classmates
Littering or failing to respect school property

We believe children learn by demonstrating responsibility for their actions and choices. Behavioral issues are handled on an individual basis, in accordance with the following process:

General Behavioral issues:

Discussion involving student(s) and teacher or administrator.

Communications with parents, as appropriate.

Recurring Behavioral issues:

Discussion involving student(s) and Lower School Head.

Communication with parents.

Consequence, as appropriate.

Conference may be scheduled with parents, teacher, administrators and the student (if appropriate) to develop interventions, a support plan and/or recommendations.

Behavioral issues of major concern:

Discussion involving student(s) and Lower School Head.

Contact with parents.

Conference with parents.

Interventions, support plan and/or recommendations developed.

Consequences may include early dismissal, suspension or expulsion from the school.

Behavioral issues of major concern include:

Aggressive physical behavior towards self or others.

Aggressive verbal behavior towards self or others.

Swearing or other inappropriate school language.

Destruction of school/student property.
Dishonest behavior including theft, lying, cheating and plagiarism.
Bullying: *i.e.* direct actions such as physical intimidation and/or indirect actions such as manipulating friendships, purposeful exclusion or repeated “put downs.”
Inappropriate use of computer technology.
Any form of racial or religious harassment.

Possession, distribution and/or use of chemicals and/or weapons.

These reflect extreme behavioral issues and not those that commonly arise with Columbus Academy students. Our objective is to promote a safe, respectful learning environment within the Lower School.

We recognize the importance of acknowledging the developmental variations between pre-kindergarteners and fourth-graders. Students are expected to accept responsibility for their behavior and learn from mistakes that occur.



Parent Responsibilities

Parents are responsible for their children's behavior at all extracurricular Lower School events, whether on or off campus, and should not drop their children off at these events (i.e. sporting events, Middle and Upper School plays, Lower School fair, grade and class parties, etc.). Students are expected to be honest, to respect school property, and to be polite and courteous to others. These are community responsibilities, to which we must hold our children and each other accountable so that we may provide safe venues for activities even after-hours.

Parent contact information (e-mail addresses, phone numbers and mailing addresses) is to be used only for school-related matters. School policy prohibits the use of this information for commercial, political or religious purposes or for the activities of other non-profit organizations.



Security/Safety

3N – National Notification Network

The Columbus Academy has once again partnered with 3N-National Notification Network, to assist in providing quick and precise communication to the school community in an emergency situation. The week before school starts, parents should receive an e-mail message from 3N requesting various contact information and associated priority settings. Please provide 3N with your contact information as soon as you can. In addition to emergency events, this system will also be used to notify our community in the event of an unscheduled school closing such as a snow or extreme cold day. For more information or further assistance, please contact Director of Technology Sean Cullinan at cullinan@columbusacademy.org or 509-2245. Important things to remember:

*You should register again with 3N this year even if you registered last year and even if you received calls from 3N during the power outage.

*When registering, if you receive an “authorization code not valid” error message, copy/paste the authorization code from your welcome e-mail into the 3N authorization code field.

*Select “No” when asked if you are an existing member unless you are already registered through another organization (ex. CSG, Children’s Hospital, etc.).

*Set an emergency and standard priority level for each contact you wish to use. 3N will not contact and phone number or email address with a priority of N/A.

*After the authorization process is completed, 3N accounts are frozen if an incorrect password is entered more than three times. If you forget your password, use the “Forgot your password?” link on the 3N login screen.

*The 3N login screen can be accessed by clicking the 3N

Online link at <http://intranet.columbusacademy.org>.

Parent Volunteers/Visitors

All volunteers and visitors are required to sign in at the Lower School Office and wear a Visitor ID badge for the duration of their time on campus.

School Preparation

The Columbus Academy has prepared a comprehensive plan for managing emergency and crisis situations. The management of any crisis is governed by Academy's mission and school values. The school's priorities are to protect students, maintain order and calm, summon needed authorities as quickly as possible and keep everyone, especially parents, informed.

Communication



To Parents: Parents will receive information as soon as possible through automated voicemail or broadcast email. Local media may also be enlisted to broadcast information. If parents are asked to gather either on campus or off-site, senior administrators will join parents as quickly as possible to keep them updated on the situation.

To School: Attempts to reach the school may be difficult under some circumstances. If it is possible to receive telephone calls, parents will be directed to division offices to get up-to-date information.

To Students: Students will not be able to talk with parents on school telephones. Many students have cell phones. It would be best for parents to wait for students to call them because safety officials state that some cell phone ringtones can act as bomb detonators, and a ringing cell phone could also direct an intruder to a hidden student.

Reunification of Parents and Students

If a catastrophe prevents the normal access to classrooms or campus or if students have been evacuated to another location, information for parents and reunification of parents and students will be managed in an orderly way by senior administrators. Under some circumstances, communication and reunification will be directed by police officers. The school will document the release of students to parents with a release form so that there is no question about the transfer of care.

Snow Days

School Cancellation Policy

The decision to close school due to bad weather or other unusual circumstances is made by the Headmaster in consultation with the Director of Facilities and Grounds. Once the decision is made, the 3N telephone system will be activated, notifying all families. *(Please note that the parents' calling chain will no longer be used.)* In addition, the announcement is made on all three local major television stations, and on the following radio stations: WTVN-610AM; WNCI-97.9FM; WCOL-92.3FM; 1230AM; WLZT-93.3FM; and WBWR-105.7FM.

Because Columbus Academy students come from a wide geographical area, it is possible that travel may be safer in some areas than in others on days when there is inclement weather but when school is not canceled. Ultimately, it is the responsibility of each family to make its own decision about whether it is safe to transport children to school.

Lower School Life

Birthdays/Parties

Each classroom in the Lower School may recognize individual student birthdays with a song and/or parent-provided healthy snack. As a rule, we do not encourage or condone in-school birthday parties or extended celebrations. Please consult your child's teachers prior to any food delivery or birthday acknowledgement planned during school hours.

Because exclusion is very hard on a child's self esteem, we strongly urge that these guidelines be followed when planning parties:

- Please do not pass out invitations at school.
- Because our students come from different religious

traditions, please try to avoid parties on holidays or days of religious observance.

- Please do not discriminate against a few boys or girls.
- Please try to structure all party activities to be inclusive, emotionally safe and respectful of the feelings of the individual children.

To avoid hurt feelings, we suggest that you consider these guidelines:

If you invite half or more of the girls or boys in any classroom, **then** invite all of the girls or boys in that classroom.

If you invite half or more of all the girls or boys in the grade, **then** invite all the girls or boys in the grade.

We also ask that in planning parties you consider not having them begin at the close of the school day. It is highly distracting to have cubbies overflowing with beribboned packages and does not make for a very settled or productive school day. Of greater concern than the packages, however, is the departure from school. If only a few children have been invited to a party, or if all but a few have been invited, we are invariably faced with sad and tearful children. This also can happen if all children in the class are invited and one family's plans do not allow for their child to attend the party. Even though he or she may be calm and rational when discussing with you at home the reasons for not attending, the awareness that "everyone else" is going to the party can be overwhelming and cause even the most understanding child to feel unhappy.

Communication of Academic Progress

The Lower School offers parents an opportunity to conference with their child's classroom teacher(s) four times during the school year and with specialist teachers twice during the year. In addition, there are three written reports sent to parents during the school year that come as a record and reporting system for a student's academic progress. It is our expectation that parents and/or guardians will attend school conferences during the designated times. Parents unable to conference during these designated times must receive permission to reschedule from the Head of Lower School.

Day-to-Day Communications

Most school communications will come to parents via e-mail. Faculty and school officials provide regular and timely information to families. Newsletters, ongoing school news and announcements may also be carried home by children in their backpacks. Please check your child's backpack daily for any news not sent by e-mail. A full list of school publications is available in the all-school handbook as well.

Dress Code

Polo Shirts Solid color polo style shirts with collar, buttoned placket, short or full length sleeves (no cap sleeves), and free of any non-Columbus Academy lettering or logos. Shirts must remain tucked. Polo shirts may be white, light blue, navy blue, light pink, maroon, or gray.

Shirts and Blouses Solid color oxford button down shirts or Peter Pan collared blouses free of any non-Columbus Academy lettering or logos. Shirts must remain tucked. Shirts and blouses may be white, light blue, or light pink.

Pants Solid color cotton, cotton-blend, or finewale corduroy pants (pleated or plain front) that are hemmed and have belt loops. Pants may be khaki, stone, or navy blue.

Shorts Solid color cotton or cotton-blend, knee-length shorts. Shorts may be khaki, stone, or navy blue. Shorts may be worn in August, September, May, and June. Parent discretion is advisable for unusually warm weather in October and April.

Skorts Solid color knee-length skorts. Skorts may be khaki, stone, navy blue, or gray. Skorts only...NO SKIRTS.

Jumpers One piece, solid color, knee-length, pleated jumpers worn with a dress code shirt or blouse. Jumpers may be khaki, navy blue, gray, or Academy plaid.

Sweaters Solid color v-neck, crew neck, cardigan, or vest sweaters, free of hoods, zippers, and non-Columbus Academy lettering and logos. Sweaters may be navy blue, maroon, or gray.

Fleece is not permitted, except as an outdoor jacket.

Turtlenecks Solid color must not be ribbed, mock, or decorative. Turtlenecks may be white, light blue, navy blue, light pink, or gray.

Shoes Solid color black, brown, or tan shoes, must cover the entire foot, remaining below the malleolus of the ankle.

With the exception of PE, no athletic “style” shoes may be worn during the academic day. Sole/heel must not exceed 1 ½ inches in height. No boot style, Doc Martens, or decorative laces. Mary Janes are permitted.

Socks/Tights Solid color socks must be worn and visible. Hose are not permitted, although girls may wear tights of the same colors permitted for socks. White, navy blue, light pink (girls only), maroon, gray, or khaki. Boys: Ankle socks only/ Girls: Ankle or knee socks.

Belts Belts must be worn with all pants and shorts. Belts may be khaki or navy blue fabric, black or brown leather, or Academy logo. Belts are not required for Pre-K or K.

Jewelry and Accessories Boys and Girls: May wear a watch and one necklace that does not detract from the dress code and must be worn under the shirt. No chokers. Girls: May wear small silver or gold stud earrings. Ribbons must be white, light blue, navy blue, light pink, gray, or Academy plaid. Barrettes, ponytail bands and headbands are to be simple and small, silver, gold, or Academy colors. Nail polish is not permitted.

Field Trips

Lower School students will, on occasion, take class and/or school trips off campus. These trips are supervised by the teaching faculty and on some occasions may be chaperoned by school parents. It is expected that parents who volunteer to be chaperones will give their undivided attention to the students in their charge. Therefore, other siblings cannot be accommodated.

Gifts to Teachers

Parents are encouraged to let teachers know that they are appreciated anytime it seems appropriate to do so. However, parents should not feel obligated to give gifts to

teachers during holidays or at the end of the year. A thoughtful note at these times would be greatly appreciated. If parents or children wish to express their appreciation with an additional gesture, we urge that it be expressed through a simple, perhaps homemade, gift, or a gift in the teacher's name to the classroom or school library.

Room mothers will organize an effort to thank our faculty and staff at the end of the school year. Lower School lead parents will coordinate gifts for all Specialists at the end of the year. Again, participation is voluntary.

In some instances, parents in a particular classroom may wish to recognize the efforts of their room mother over the course of the school year. A heartfelt note of thanks would be entirely appropriate in this instance.

Homework

Homework can be a very stressful experience for students, parents and teachers. It is our goal to send home activities and schoolwork that extend the curriculum from the school day.

Please be advised that the following guidelines apply:

Pre-Kindergarten: Homework in the traditional sense is not assigned at this level. Children are encouraged to bring items to school that begin with the sound being studied in class. Occasional 10-minute assignments or long-range projects are given related to the theme or specific sound being studied in class. Adequate time is given to complete such activities.

Kindergarten: The nightly limit is 15 minutes, to be spent on enjoyable reading. The tenor of this time should be relaxed, fun for the child, and a time to enjoy literature. This

also provides an opportunity to practice reading skills using the nightly homework book.

First Grade: The nightly limit is 25 minutes, 15 of which are to be spent on reading and an additional 10 to 15 minutes on a short writing assignment. Parents of children who need more than 10 minutes for the written part of the assignment should confer with the teacher.

Second Grade: The nightly expectation is that children will spend 15 minutes reading and an additional 10 to 15 minutes on a short written assignment. Second-graders who need practice may on some nights need to spend up to another 10 minutes practicing math facts and/or spelling words. Homework should take around 35 minutes. If more time is needed, the parent should confer with the teacher.

Third Grade: The nightly expectation is that students will spend 20-30 minutes reading and 20-30 minutes on written work. When students are also working on a long-term project, some of the reading time can be used for this, and teachers will have adjusted the normal assignment load downward. Still, given that students are just learning to lay out long-term work, homework occasionally might extend to an hour during project times. If more than 60 minutes is needed most nights, the parent should confer with the teacher.

Fourth Grade: The nightly expectation is that children will spend 45 minutes to an hour on homework. An hour and fifteen minutes might be needed by a child who works more slowly or who is having difficulty. Regular assignments are adjusted when students need to be working on long term projects so that the total amount of time should not exceed 75 minutes, unless a student has not worked

consistently for at least an hour a night and left work to the last minute. With the exception of the result of poor use of time, if more than 75 minutes is needed, parents should confer with the teacher.

Lost and Found

There are Lost and Found boxes located outside Mrs. Daniels' science room and in the CASE room. Valuable items such as watches and rings are located in the Lower School office. Items not claimed after a reasonable amount of time will be donated to charity. Please feel free to check these locations for missing items.

Recess

Students are required to go out for recess if the temperature is higher than 20 degrees with the wind chill factor. Students should have available clothing appropriate for the weather including: hats, warm gloves or mittens, snow pants and boots. Parents who wish to have their child stay inside at other times need to send in a doctor's note stating the reason and the number of days. Physical activity is beneficial in many ways, and we encourage all children to go outside and engage in some physical activity each day.

Snack

Parents are asked not to send in snacks or food of any kind.

Toys, Games, Electronics

To minimize distractions that may interfere with the learning environment, toys, electronic games, iPods, MP3 players, CD players and cell phones may not be used in the Lower School, including CASE. If these items are used during transportation to and/or from school, then they must be kept in the student's backpack during the day.

Animals. Students or parents may not bring animals into the school building without advance permission from either the Lower School Head or the student's classroom teacher.



Health Information

Medications

- Medications are kept in the School Nurse's office unless determined otherwise by the School Nurse. An exception may be emergency medications, such as an epi-pen for treatment of a life-threatening allergy.
- Medication will be administered in school by the School Nurse or by her designee. Parents may also come to school to administer medications to their child if needed in coordination with the School Nurse.
- Administration of Emergency Medications (except those approved by the School Nurse for self administration by students) shall be delivered to the school by the parent or other responsible adult.
- Prescription Medications must have:
 - Written authorization from a parent and an authorized prescriber, i.e., the child's Physician, Dentist, Physician's Assistant, or Advanced Practice Registered Nurse, before the initial dose may be given.
 - Prescription medications must be provided in a pharmacy prepared container. Each container must be properly labeled with the name of the child, drug, strength, dosage, frequency, authorized prescriber's name, and date of prescription.
- Over-the-counter medications must have:
 - Written authorization from the child's parent before the initial dose may be administered.
 - Medications sent from home must be in the original containers.

Special health conditions

Parents should notify the school nurse if a child has any medical problems, e.g., allergies, chronic illness, and vision or hearing difficulties. The school nurse will work with other school personnel to meet special health needs in school so that the

child may benefit fully from his or her educational program.

Illness

Please notify the school nurse if your child will not be in school due to illness. Students with these illnesses should be kept home or will be sent home from school:

- Fever over 100.°F. A fever is usually accompanied by other symptoms such as a sore throat, vomiting, or a rash. Children with fever should stay home until there is no fever for 24 hours without the use of aspirin, acetaminophen, ibuprofen or other medications for 24 hours.
- Diarrhea that is persistent or not controlled.
- Vomiting.
- Frequent cough.
- Persistent pain (ear, stomach, etc)
- Widespread rash
- Pink eye. Symptoms include a reddened eye with either a cloudy or yellow discharge. Your child should stay home until symptoms subside and he/she has been on antibiotic eye drops at least 24 hours or until the doctor recommends the child return to school.
- Strep Throat. Symptoms include a sore throat, without the presence of runny nose and cough. Your child should stay home until he/she has been on antibiotics for at least 24 hours.

Parents are urged to report to the school nurse as soon as possible when their child has a communicable disease. These include: Chickenpox, Impetigo, Pinkeye, Tetanus, Diphtheria, Influenza, Head Lice, Salmonella, Tuberculosis, Fifth Disease, Measles, Pneumonia, Scarlet Fever/Scarletina, Coxsackie Virus, German Measles, Meningitis, MRSA, Pertussis, Smallpox, Haemophilus influenza, Mononucleosis, Ringworm, Strep Throat, Hepatitis, Mumps, Scabies, Shingles.

The Annual Fund

Our school's Annual Fund is the cornerstone for all fund-raising efforts. A gift to the annual fund is the single most important gift you can make to the school. It operates on an annual cycle and last year provided over \$1.4 million in operating income. This year, tuition will cover 87% of the actual cost to educate each student leaving a funding gap of more than \$2900 per student. For this reason we ask for your support each year in the form of a philanthropic, tax-deductible gift to the Annual Fund. Your participation is critical to our success.

Our Board of Trustees' Development Committee – chaired by parent and trustee Kathy Starkoff – and our many volunteers understand how important unrestricted gifts are to minimizing tuition increases, providing an immediate impact on our ability to retain and promote a great faculty and staff and reach deserving, talented students. Thank you in advance for your support!

Annual Fund Chairs 2011-2012

Development Committee Chair: Trustee Niles Overly '69

Lower School Chair: Dean Swartz

Middle School: Chairs: Anne Marie and Fred Vorys

Upper School Chair: Peter Korda '83

Alumni/Development Office Contacts

Assistant Headmaster, Development/External Relations

Erich Hunker '81 509-2226

Director, Annual and Major Gifts

Erin Saurborn 509-2256

Assistant Director, Annual Giving

Regan Mazak 509-2291

Office Manager

Kali Wulff 509-2228



Parents' Association of The Columbus Academy (PACA)

If you are the parent of a student at The Columbus Academy, then you are a member of PACA! PACA's purpose is to sponsor activities that enhance the quality of school life by supporting the faculty, students, trustees and administration of The Columbus Academy in the following ways:

- Raise funds and provide grants to school programs
- Organize and deploy parent volunteers for school programs and activities
- Enhance communication between parents and the school
- Organize activities determined by the PACA Board of Directors

A complete list of the PACA Board may be found in the all-school handbook.

Co-President	Kristin Sabgir
Co-President	Cathy Falkenberg
Lower School Lead Mother	Amelia Jeffers
Lower School Lead Father	Garnett Johnson
Volunteer Coordinator	Shannan Dankworth
Book Fair	Susan Kahle

Volunteers

Part of PACA's mission is to enable parents to volunteer and participate in the school lives of their children. The Columbus Academy is a very special place to be, and the countless volunteer hours given by parents each year contribute to the extraordinary environment which our children have the benefit of every day. However, these volunteer hours don't just benefit our children and their teachers, they benefit parents as well. Any time you spend on campus will enable you to have a better understanding of our community. Through your time here, you'll get to know the faculty and staff a bit better and you may even make a new friend who will travel with you through the hallways during your time at Academy.

Parents volunteer in so many ways at Columbus Academy: In the classrooms of the Lower School, working with teachers on projects at all levels, supporting the arts, sports and library programs and fundraising for the Annual Fund and PACA-sponsored fundraisers. PACA hopes that each family will find a service niche within our community which will enrich not only their lives, but the lives of us all. Whether you volunteer on a one-time basis or commit to an ongoing program, your gift of time and talent to the Columbus Academy is greatly appreciated. For more information regarding volunteer opportunities and how to get involved, please contact the PACA Volunteer Coordinator, Shannan Dankworth at

Viking Corner

The Viking Corner is a school store created by the Parents' Association (PACA) to provide spirit wear, selected dress code items, novelties and school supplies. The purpose of the school store is to offer a service to the school community and encourage a feeling of school spirit by selling items that promote the school. The profit generated is returned to the school through PACA. The Viking Corner is located in the Dining Hall.

Viking Corner Hours:

- Wednesdays, 7:30a - 3:30p, and for special events as announced in the Viking Voice
- <http://www.shopvikingcorner.com/> · 24hours/7 days a week
or
- e-mail Viking_Corner@columbusacademy.org

Notes