

ST. BARTHOLOMEW CATHOLIC SCHOOL

MISSION STATEMENT

The mission of St. Bartholomew Catholic School is to provide quality education to the Catholic community. As teachers and models of the faith, we are committed to creating a disciplined environment, in which sound spiritual, academic, emotional and social growth can occur. This is achieved through the cooperative efforts of the school and parish communities.

STATEMENT OF PHILOSOPHY

The philosophy of St. Bartholomew Catholic School is to help form the total Christian person spiritually, intellectually, socially, physically, and emotionally in a changing technological society, recognizing each child's unique and varied talents. Christian values and attitudes are exhibited throughout the prayer life and academic life of the school community.

St. Bartholomew recognizes that parents are the primary educators and that the school is an extension of that responsibility. We strive to cooperate with the home in this endeavor.

At St. Bartholomew we teach and model cherished Christian values; thus providing an environment that stimulates love of God, neighbor, self and a continuing search for knowledge, truth and justice.

St. Bartholomew strives to provide a comprehensive curriculum, which in keeping with Archdiocesan guidelines reflects a concern for basic skills and a continual striving for academic excellence. To assure a respect for human dignity, we provide a learning environment which stresses academic attainment, reflects respect for the rights of others, nurtures techniques of intelligent citizenship, instills an obligation to serve others, fosters loyalty to country, and provides opportunities for rational problem-solving. The Church seeks to prepare its members to proclaim the Good News and to translate this proclamation into action. Accordingly, Saint Bartholomew Catholic School recognizes that its mission is to reach out to all children by sponsoring programs that take into consideration a wide range of academic abilities.

ADMISSION AND FINANCIAL POLICIES

ADMISSIONS POLICIES

St. Bartholomew Catholic School admits students of any race, color, and national, or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school. St. Bartholomew Catholic School does not discriminate on the basis of race, color, national, or ethnic origin in the administration of educational policies, admissions policies, or athletic or other school administered policies. The school does not discriminate on the basis of disability, if with reasonable accommodations, the student can meet the academic and behavioral requirements of the school. .

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

Given the mission of the school as the agent of the Catholic Christian formation, the school will accept those children whose parents demonstrate an understanding of the specifically Christian nature of the school and a desire to participate in that mission. Some students may not be accepted because the school’s educational program and facilities are not able to meet the needs of the child.

In matters of admission and registration, the decisions of the local pastor, supervising principal, and/or principal are final.

St. Bartholomew’s administration reserves the right to refuse admission, or readmission, for the following reasons:

- ✠The school deems it cannot meet a student’s educational needs.
- ✠The school judges the student’s discipline record is below its standards.
- ✠The school has experienced difficulty collecting fees from the student’s family.
- ✠The school has received little or no cooperation from a student’s family concerning school events or policies.

ADMISSION PROCEDURES

Students are considered for admission based on their scores on St. Bartholomew Catholic School’s entrance exam, their most recent report cards, their most recent discipline reports, successful completion of the family interview process.

All students must have the following documents, all registration forms, and the registration fee on file in order to complete the admission process:

- † Birth Certificate
- † Proof of Residence (2)- e.g. lease, utility bills
- † Health Forms (HRS 680 and HRS 3040)
- † Report Card or Transcript showing promotion to current grade or any major disciplinary difficulties.
- † A state certificate of immunization, which shows specific dates for the required immunizations
- † Certificates for Sacraments (if Catholic)

Students will not be allowed to begin classes without these forms on file.

All new students will be accepted on a probationary period of twelve weeks. During that period, teachers and administrators will evaluate him/her.

AGE REQUIREMENTS

The schools of the Archdiocese of Miami follow the guidelines of the Florida Catholic Conference with regard to the age of admission to Pre-K, Kindergarten, and First Grade.

Pre-Kindergarten (3) students must be 3 years old by September 1st of the year entering the school.

Pre-Kindergarten (4) students must be 4 years old by September 1st of the year entering the school.

Kindergarten students must be 5 years old by September 1st of the year entering the school.

First Grade students must be 6 years old by September 1st of the year entering school and have received a Kindergarten diploma.

IMMIGRANT STUDENTS

Our school, in accordance to federal law, does not inquire into the immigration status of our students. However, it is our responsibility to remind all families that it is a violation of the tourist B-1 or B-2 visa to attend classes while on a B-1 or B-2 visa, and doing so could result in a cancellation of that visa.

In addition, we wish to remind parents that a B-1 or B-2 visa does not permit a child to return to the United States after a vacation back in their home country. On the other hand, students with an F-1 student visa are able to arrange for vacation time in their homes.

If a family is considering changing a B-1 or B-2 tourist Visa for an F-1 student visa, they should consult with an immigration lawyer to help them understand the implications of making that

application. Should the family decide to make this application, St. Bartholomew Catholic School will assist a family in whatever way possible to apply for the student visa. It often takes several months for INS to process and approve such applications; during this period, the student may not continue to attend class at St. Bartholomew Catholic School.

REGISTRATION

Registration begins in the spring of each year. Priority is given to returning students who re-register early.

In order to register, parents must:

- † Fill out all required paperwork
- † Present the proper records (see Admission Procedures)
- † Have the family account current
- † Pay the registration fee
- † Present evidence of address (Utility Bill, Phone Bill, etc.)

Registration is subject to the above readmission procedures. The pastor and/or principal have the implicit authority to deny registration, admission, or re-admission.

RETURNING STUDENTS

In addition to the above criteria, returning students are also subject to the following requirements:

- † Timely payment of school fees
- † Parental participation in school activities/programs
- † Supportive parental attitude towards the school and its rules and policies
- † Student performance and attitude towards academics

WITHDRAWAL

The education of a student is based on a partnership between the parents and the school. Just as the parent has the right to withdraw a child if desired, the school administration reserves the right to require the withdrawal of a student if the administration determines that the partnership is irretrievably broken.

Parents are asked to inform the school office if they intend to withdraw a child. The principal and/or his designee must meet with parents interested in withdrawing their child(ren). Records will not be released unless this meeting takes place, and all accounts have been brought current.

FINANCIAL POLICIES

The prompt payment of fees is vital to the running of St. Bartholomew Catholic School. Our school uses an automated debit system which will debit your account or credit card on the selected due date. Everyone must complete the form in the office in order for payments to be processed.

The following policies regarding fees must be enforced:

- † Application, registration and tuition fees are **non-refundable**.
- † Student records are not released unless the family's account is current.
- † If your debit is rejected for insufficient funds, the family will incur a \$30 penalty fee. This fee will be added to the current month's fee which will be run a second time fourteen days later. If the second attempt is rejected, you must make payments in the form of cash, credit card or money order for the remainder of the school year.
- † **Students may be barred from school if the family account becomes 15 days delinquent**
- † Families with students who are graduating or not returning may be asked to await check clearance before being issued records.
- † Tuition payments are due on the selected date from August through June. There will be a \$25 late fee to tuition if payment is not made on time.
- † After a tuition payment is 10 days late, a notice will be mailed home. At 20 days late, a warning of possible withdrawal will be sent. **After 30 days, parents will be asked to withdraw the child.**
- † Book fees must be current in order for a student to begin classes
- † St. Bartholomew reserves the right to convert paper checks into electronic debits that may be deducted from your account as early as the same day. Therefore, please be sure that you have sufficient funds in your account to process the transaction. Please note, you will not receive your regular check back. For security reasons, the original check will be destroyed.
- † If not on automated system, cash or money order payments only.

It is important that each family realize its financial obligation and pay accordingly. Those owing or receiving discounts must work off their obligation. These hours must be recorded in the main office. Those with serious account delinquencies will be referred to an outside collection agency. In all matters of tuition and fees, the parents must first meet with the school's Principal for approval.

MONEY COLLECTION

Whenever parents send money to school for such things as lunch, school yearbook, class pictures, field trips, etc., students are to bring the money to the school office or give money to the

homeroom teacher. All payments should be in a sealed envelope and marked with the student's name, grade, date sent and payment type.

OUTSTANDING DEBT

In cases where a family is delinquent in paying tuition, the administration may refuse to allow the child to sit for tests, in which case the child will earn an **“Incomplete” grade (I)** for that marking period. The administration may also keep a student from attending class unless the family account is brought current.

It is an Archdiocesan policy that a child will not be accepted in an Archdiocesan school whose family has an outstanding debt in the last school attended.

EMERGENCY INFORMATION

At the beginning of the year, parents must fill out an emergency card for each student they have enrolled at St. Bartholomew Catholic School. Cards are kept on file in the school office. If a student has a serious health problem or condition, it must be noted on the card **every year**. It is important that the information on these cards be correct, up-to-date, and easy to read. In an emergency situation, the school must have the proper information in order to respond properly.

Emergency information provided to the school will be copied by the school office and given to the homeroom teacher.

STUDENT INSURANCE

The Archdiocese purchases insurance that covers the students in all of the Archdiocesan owned schools during the times that the students are involved in school-sponsored activities or are traveling to or from a school-sponsored activity. The cost is built into the Property and Liability Insurance.

The Archdiocese also arranges with an independent company to provide an opportunity to the parents to purchase additional twenty-four hour insurance, which covers their children during the times that they are not involved in school-sponsored activities.

GENERAL SCHOOL INFORMATION

BEFORE AND AFTER SCHOOL CARE

The school is not responsible for the supervision of children prior to 7:30 AM or after 3:00 PM, except when the students are involved in a school-sponsored activity.

The Before Care Program is available to all students in need of this service. Students will be supervised from 7:00 AM until 7:30 AM when they will be taken to the cafeteria. An additional fee will be incurred for this service.

An After School Program will be provided from 3:00 PM until 6:00 PM, on days that school is in session for those children in Pre-K 3 through 8th grade needing this service. It will be assumed that any child not picked up by 3:00 PM is in need of this service and will be placed in the After School Program. In either case, the parents will be responsible for this additional fee as incurred.

Our After School Program is **ONLY** available until 6:00 PM. For any student(s) not picked up by 6:00 PM an additional penalty fee of \$25.00 per child will be assessed upon arrival for the first 15 minutes, as well as, an additional \$10.00 for every 10 minutes thereafter, per child. This has become necessary in order to provide extended adult supervision for that child. This penalty will only be permitted **ONCE**. If the problem arises again, a parent/administration meeting conference will be held to confirm that the parents for that student(s) will make other arrangements for after school care.

In the event that it becomes necessary to communicate with the after school personnel, you may call the after school number, (954)629-6842 between 3:00 PM and 6:00 PM. If the emergency arises during the school day, the school number should be used: (954)431-5253.

ARRIVAL AND DISMISSAL

Arrival

Students are to be on the school grounds by 7:45 AM. For the safety and well being of each child, **no student is permitted to be on the school grounds before 7:30 AM**. Running, playing ball, and similar activities are not permitted in the morning. No student will be allowed in the school building without direct supervision from the before care personnel. At 8:00 AM the bell will ring signaling the beginning of school with prayer and announcements in the cafeteria.

Dismissal

Approaching dismissal time, all parents **MUST** remain in car line. **No students will be allowed to be signed out between 2:20 PM and 2:45 PM unless they are sick**. Dismissal for Pre-K 3 through Kindergarten is at 2:30 PM. Dismissal for 1st through 8th grade is at 2:45 PM. All

students should be picked up by 3:00 PM. **For the safety and protection of the children, any student not picked up by 3:00 PM will automatically be placed into the After School Program.** Parents will be required to pay a fee for After School Care at the time the student is picked up.

Students are dismissed at **1:00 PM** on the **First Friday** of each month in order to hold faculty meetings. Please arrange for the prompt pick up of your children or they will be placed in the After School Care Program at the expense of the parents.

ATTENDANCE

When a student has been absent, the school requires a written excuse from the parent or guardian be submitted to the homeroom teacher. The student will not be allowed in class without the absence excuse note. **After three consecutive absences, a doctor's note is required.**

An absence excuse should contain the following:

- Date
- Student's full name
- Grade
- Date(s) of absence(s)
- Reason for absence
- Signature(s) of parent/guardian

Students who are absent due to a serious health problem or a contagious disease require a doctor's note or release.

Principals have the right to refuse an excused absence in cases where the parents' reason for keeping the child out of school does not seem valid. An excused absence allows the student to make-up class work.

However, a student who is absent from school more than 21 days in a year (or 7 days per trimester) may not be promoted to the next grade or may not receive credit for courses in which this absence has occurred unless the Principal grants an exception and determines a way in which the student may receive additional instruction.

A school may report "truancy" to the Department of Children and Families when there is an extended absence without written explanation from the parent.

TRUANCY

Truancy is a major violation and calls for an automatic three (3) day suspension and disciplinary probation. Students are considered truant if:

- † They have left the property during school hours without permission.
- † They have entered school grounds before school begins and leaves.
- † They are caught off school grounds during school hours without permission.

Once the school has determined a child is or has been truant, the staff will attempt to contact the parents as soon as possible. If necessary, the proper authorities will be contacted in an effort to locate the student.

TARDINESS

School begins at 8:00 A.M. After the 8:00 A.M. bell, students are considered late and must sign in at the school office and receive a tardy slip. Any student not already inside the cafeteria when the bell rings is considered tardy.

Upon the third tardy within any given report card period, a student is given a notice that must be signed and returned for re-entry to class. Upon the fifth tardy, the parent will be charged a \$20.00 Tardy Fee. Every tardy thereafter will incur a \$5 fee for the remainder of the year.

Students that exceed 3 tardies per trimester will not qualify for Honor Roll recognition.

Chronic problems with tardiness (12 and over) may result in a summer school requirement, denial of promotion, denial of re-registration, or possible expulsion subject to the Principal's discretion.

EARLY RELEASE OF STUDENTS

Students may be excused from school before regular dismissal time for valid reasons, such as a family emergency, a doctor's appointment, illness, injury, etc. **However, for security reasons, no child will be allowed early dismissal from 2:20 PM to 2:45 PM on regular school days or from 12:30 PM – 1:00 PM on early release days.** The school will enforce this rule. Only the principal can waive this procedure, but only after the particulars have been discussed and are deemed to be justifiable by the aforementioned coordinators.

- † Students arriving after 8:00 AM and before 11:00 AM will be considered tardy.
- † Students arriving after 11:00 AM will not be admitted unless a doctor's note is provided.

†Students dismissed before 11:00 AM will be considered ½ day absent.

Parents must come to the school office not the classroom to sign out students. Teachers will not release a student to anyone without notification/approval from the office. The parent or guardian may request, in writing, special permission from the principal regarding the early dismissal of his/her child for valid reasons.

MEANS OF TRANSPORTATION

Parents will be asked to provide information on the means of transportation the students will be taking home. They must specify one, two or all of the following:

- †Name of all those authorized to pick up children
- †Name of the bus company the student uses
- †Written permission for students who walk home each day.

The responsible parent/guardian must also communicate to the school who may or may not pick up the student from school.

****St. Bartholomew Catholic School does not provide any type of transportation to or from school or extra-curricular activities.**

A note is required if someone other than the regular pick up person will be taking a child home. This note should be sent to the office in the morning.

OFFICE HOURS

The school office opens at 7:30 AM and officially closes at 3:30 PM each weekday. On early dismissal days, the office will close at 1:30 PM. All school business should be conducted during these hours.

VISITORS

For the safety and protection of our school, all visitors must be cleared through the school office and receive a visitors pass. **THIS INCLUDES PARENTS.** Unexpected visitors disrupt normal routines and interrupt instruction. Please keep unscheduled visits to a minimum.

Parents are given the opportunity to visit classrooms with approval of the classroom teacher and office. Parents are asked not to go to classrooms during school hours, but to handle all communication and business by writing a note to the teacher or contacting the school office. During school hours, teachers are responsible for supervising their students; therefore, it is inappropriate for parents to distract teachers with discussions or problems. Teachers will not

meet with parents between the hours of 7:45 and 3:15 PM on regular school days, or between 7:45 and 1:30 PM on early dismissal days.

Parents are not allowed on school grounds during school hours unless meeting with a teacher, completing service hours, or assisting with an activity. Prior arrangements must be made and cleared with the administration.

As parents are primary role models, we ask that parents conduct themselves in an appropriate manner and dress appropriately when on school grounds.

COMMUNICATIONS

Communication between home and school is essential to each student's success and well being. St. Bartholomew Catholic School communicates with its families in the following ways:

- †The school subscribes to Edline. Parents may log on and review grades every 2 weeks on Wednesday.
- †Each Wednesday, communication folders are sent out by the school office to inform parents about general school issues, events, activities, etc.
- †Annual and monthly school calendars. (The principal reserves the right to change the calendar without prior notice; however, notification of changes will be sent home with students when necessary.)

TEACHER CONFERENCES

Effective communication between parents and teachers is important to the success of St. Bartholomew's and its students. Conferences with teachers should be arranged BEFOREHAND by sending a note to the teacher or calling the school office to arrange the conference.

In the interest of students, "instant conferences" should not be attempted. Teachers are responsible for the instruction and supervision of students during school hours and cannot be expected to meet with parents during instruction time.

Teachers will keep confidential information entrusted to them so long as no one's life, health, or safety is at stake. In these cases, parents will be promptly notified of teacher concerns.

TELEPHONE CALLS

Students will not be allowed to use the office phone except in the case of an emergency (illness, injury, etc.) Parents should ensure students have all their necessary items every day, school supplies, lunch money, etc.

Students are not allowed to receive telephone calls or carry cellular phones with them, but emergency information will be passed along by the school office as deemed necessary.

COMPLAINTS AND GRIEVANCES

From time to time, parents may have complaints or problems with school operations. Parents are asked to follow school procedures in order to obtain information and resolution:

- † Seek facts, not rumor in all situations.
- † Discuss the problem with the proper teacher or coordinator as soon as possible, and then contact the principal if necessary.
- † If the concern involves another student or family member, it **must be handled through the principal.**
- † Account information or financial arrangements are handled through the school's principal.
- † Contact the pastor for a spiritual matter.

Persons with concerns about a teacher should first attempt to address the concern with the teacher. Only after such attempts have failed, should the parent contact the principal. If the parent continues to be dissatisfied, the parent should contact the pastor.

It is expected that members of the St. Bartholomew community will speak to each other respectfully and courteously. It is never acceptable to use vulgarity, rudeness or insults especially when addressing faculty and staff members. Under no circumstances should any parent, guardian, or relative reprimand, scold, interrogate or admonish any child that is not from that family unit. Members who behave this way may be referred to the principal, to the school counselor for counseling, or to the police.

TEXTBOOKS

Textbooks are rented from St. Bartholomew Catholic School and distributed by the teachers. Students are required to cover their hard cover texts and take good care of their books. This includes not writing in the texts and not using tape or contact paper on book covers

If texts are not returned in similar condition at the end of the year, students may be asked to replace them. Students will be charged for lost books that have been issued to them or for damage to books through negligence.

SCHOOL SUPPLIES

Each grade level will have a standardized list of supplies. It is each student's responsibility to purchase these items and any other items required by teachers throughout the school year. You can obtain a copy of the appropriate grade level supply list from the school office.

LOST AND FOUND

Lost articles should be claimed at the school office as soon as possible. It is helpful if students have all their belongings labeled. Parents are asked to reinforce personal responsibility in students by making them take care of their own clothes, bag, etc.

At the end of each trimester, unclaimed items in the Lost and Found will be disposed of.

LUNCH

All families **MUST** complete a lunch application for the National School Lunch Program. Lunch cards are purchased from the school office. Students in Pre-Kindergarten 3 through Eighth grade eat lunch in the cafeteria. Students are expected to behave appropriately, use proper manners, and clean their lunch areas as they would at home. No toys, books, etc. are to be brought to the cafeteria.

It is the responsibility of parents to ensure that their children have lunch. In an extreme case where a student has forgotten lunch or lunch money for the day, a lunch will be provided and the parent is expected to send in payment for lunch the following day. **Fast food lunches (McDonald's, Burger King, etc.) are not permitted.**

FIELD TRIPS

Field trips are privileges given to students; no student has an absolute right to a field trip. Students can be denied participation if they fail to meet academic and/or behavioral requirements.

Parents may always refuse to allow their child to participate in a field trip.

Students are required to bring a parental permission slip that releases the school from liability to participate in a field trip. Students who fail to submit a proper form will not be allowed to participate in the field trip. Verbal permission will not be accepted in lieu of written permission.

Only the original completion of this form satisfies the requirement of parental permission. Archdiocesan policy not only discourages field trips that extend beyond school hours for elementary schools but also forbids overnight field trips for elementary schools.

While chaperones are needed to help with field trips, we are not always able to accommodate all parents interested in attending. As per the **Archdiocese of Miami, all chaperones will be required to submit an application and must have digital fingerprints processed. This will be valid for 5 years.** Only finger printed chaperones will be permitted on school field trips. **This requirement is for the safety of our students.**

Due to liability concerns, other siblings will NOT be able to attend field trips. This includes meeting the class at the field trips. There will be NO Exceptions to this policy.

CLASSROOM PARTIES

Classroom parties are permitted only a few times during the year, including Christmas and the end of the year. Teachers will inform parents if there is to be a party and will provide them with the necessary information.

Birthday treats may be brought in with the approval of the homeroom teacher. Parents must inform the teacher a week in advance. A store bought snack may be brought in. The birthday will be celebrated during lunchtime only.

If parents are planning a party away from school, invitations cannot be given out on school grounds.

SCHOOL DANCES

School dances are scheduled and planned by the staff and administration. Parents are expected to cooperate in the planning and chaperoning of the dances. All dances must be supervised by a staff member and a sufficient number of chaperones to insure the safety of the students. Only St. Bartholomew's students are allowed to attend school dances. Any other persons must be asked to leave the campus.

Proper dress is required. Boys must wear long pants – no shorts. Girls may wear dresses or slacks. If not dressed appropriately, the student may be asked to leave.

All students attending must bring in a permission slip including a telephone number where parents can be reached during the dance. Any student not complying with school regulations, including to being in possession of any of the prohibited items listed in this handbook, will be asked to leave the premises.

In order to purchase a dance ticket, the permission slip must be completed signed and turned in.

Students need to be picked up on time or they will not be allowed to attend future dances.

ACADEMIC POLICIES

CURRICULUM

St. Bartholomew Catholic School provides a religious education curriculum in accord with the Catechism of the Catholic Church. Archdiocesan policy determines the religious education curriculum and appropriate curriculum materials.

Overall curriculum guidelines, in all subject areas, must conform to Archdiocesan and state guidelines. Parents' cooperation with school curriculum policies is important for an effective teaching/learning environment in the school community. Our curriculum requires our Middle School students to fulfill a minimum amount of service hours per year:

6th Grade – 10 hours

7th Grade – 20 hours

8th Grade – 30 hours

This is a requirement for Religion, thus non-compliance will result in a loss of a letter grade in Religion.

ST. BARTHOLOMEW STEPS PROGRAM

The Exceptional Student Education Department at St. Bartholomew Catholic School has the goal of providing the highest quality of specialized education utilizing structured, direct, diagnostic, and prescriptive learning techniques, combined with unparalleled support from enthusiastic, qualified professional educators, and innovative programs in such a manner as to allow all students to reach their full and true learning potential. The school is committed to real, measurable, and continuous improvement of the program and its techniques.

St. Bartholomew's STEPS program incorporates a diagnostic component to assess the learning needs of students. It starts with a Student Success Plan, and is conducted in small class settings. Techniques are then adapted to match the set Archdiocese of Miami Curriculum Standards and academic foundations, skills, and discipline.

All students entering this program must have a copy of their most recent Learning Plan, as well as a copy of the most recent Psycho-Educational Report.

STEPS PLACEMENT AND GRADE MODIFICATION

Students who are not already enrolled in the STEPS program and are willing to be placed in it or receive accommodations will not receive such consideration without the following:

‡Parental permission to begin the process

- ‡Initial meeting with the referring teacher
- ‡Classroom observation by the STEPS Director and/or Guidance Counselor
- ‡Screening test by the STEPS Director
- ‡Meeting with parents, referring teacher, and STEPS Director, Guidance Counselor and/or Assistant Principal/Principal.
- ‡Arrangement made by parents for public school psycho-educational testing or private psycho-educational testing. (Paperwork must be submitted to the school for verification)

Unless this process is completed and parents **have** the student tested for an official diagnosis of a learning disability, students will not be placed in STEPS classes and/or will not receive any grade modifications for any subject. Students in the self-contained class will not receive grade modifications as they are already receiving a modified curriculum

GRADE LEVEL GRADING POLICIES

The evaluation of student progress is one of the most complex and important duties of teachers. Grades for reports are apportioned to include class work, class participation, projects, homework, tests and quizzes.

Primary Grades (PreK-2nd Grade)

Report Card Grades

Pre-K and Kindergarten:

- C I can (100-85)
- W I am working on it (84-77)
- N I need more time (76-0)

First and Second Grades:

- O Consistently produces work of high quality and applies learned skill (100-93)
- VG Regularly produces work of high quality and applies learned skill (92-90)
- G Frequently produces quality work and applies learned skill (89-85)
- S Produces work of satisfactory quality and usually applies learned skill (84-77)
- I Produces work of inconsistent quality and needs frequent re-teaching (76-70)
- U Produces work of unsatisfactory quality (69-0)

Trimester Averages

Activity Centers/	30%
Seatwork	
Tests	20%
Homework	10%
Social Skills	15%

Participation	10%
Portfolio	15%

Home Learning

Students will be assigned Language Arts and Math homework daily. Homework for other subject areas and specials will be given intermittently.

Pre-Kindergarten Assessments

- † A minimum of three (3) developmental assessments per trimester
- † A minimum of two (2) written assignments per week, per subject

Intermediate Grades (3rd-5th Grade)

Report Card Grades

Third – Fifth Grades

A	100-93
B	92-85
C	84-77
D	76-70
F	69 and below

Trimester Averages

Core-Curriculum, including Religion and Foreign Language

Classwork	30%
Tests	25%
Homework	15%
Quizzes	15%
Portfolio	15%
Projects (2 test grades)	

Middle Grades (6th – 8th Grades)

Report Card Grades

A	100-93
B	92-85
C	84-77
D	76-70

F 69 and below

Certain other report card categories may be applicable, depending on the circumstance

Trimester Averages

Core-Curriculum, including Religion and Foreign Language

Tests	35%
Quizzes	20%
Homework	10%
Classwork	25%
Portfolio	10%
Projects	2 test grades

Homework

Homework either reinforces the skills learned during the school day or prepares for the following day's lesson. Because homework is a necessary and valuable part of a student's education, it is very important that homework assignments be accurate, neat, and thorough. Study time is a serious part of a student's homework.

Homework is assigned Monday through Thursday. In some cases, homework will be assigned for the weekends, which are usually set aside for the students to do extra study or to complete long-term assignments.

Parents, as the primary educators of their children, are encouraged to check homework, reports, projects and tests, in order to evaluate their children's progress.

Make up Work

- †It is the student's responsibility to obtain assignments/handouts from the teacher or a classmate.
- †A student has as many days to complete assignments as he or she was absent from school.
- †Homework will not be accepted after the specified completion time has passed.
- †A student has one (1) week from the original test/quiz date to make-up that test or quiz.

ZAP Program

ZAP is a no zeros approach to work and it stands for Zeros Aren't Permitted. This program requires students to finish incomplete assignments during their lunch periods. This is a concept that adults call "working lunch".

ZAP does not ensure passing grades but does increase test scores due to students completing their work and practices. ZAP is not a cure all, but it does remind the students they are accountable and need to be prepared. It also helps them develop a sense of pride about having good grades.

ZAP works in the following way:

- ‡The school's faculty takes turn supervising the ZAP sessions.
- ‡When an assignment is not turned in, the teacher places the student's name on the ZAP list. The student is given until the following morning to complete the assignment and give it to the teacher for a lower grade. The teacher will then remove the student from the ZAP list.
- ‡If a student opted not to do the work at home, the name remains on the ZAP list. At lunch time, the students who are ZAPPED are collected and placed in the ZAP room where they eat and work.
- ‡At the end of the ZAP session, the work is collected for less credit than if it had been done at home, but still not a zero. The student's name is removed from the list and assignment is given to the corresponding teacher.

Final Exams

- ‡Final Exams will count as two (2) test grades towards the 3rd Trimester report card.
- ‡Students will take final exams in the following subject areas:
 - Language Arts
 - Math
 - Literature
 - Religion
 - Social Studies
 - Science
- ‡Final exams are not required for special area classes. It is up to the individual teacher whether the students will take one or not (i.e. Foreign Language).

PORTFOLIO GRADING

Portfolio grading is a concept used to evaluate and give a student credit for the progression and improvement of all graded work in a particular trimester.

PROGRESS REPORTS

Progress reports will be distributed during parent-teacher conferences that will be scheduled at the midpoint of the 1st trimester. It is the responsibility of the parent to check their child's progress by accessing their Edline account. Parents should communicate regularly with teachers

and are encouraged to schedule additional parent teacher conferences in order to be aware of a student's academic status.

FAILURE WARNING REPORT

Failure Warning Reports are sent home when it becomes apparent that the student is at risk of failing for the year. It is intended as an opportunity for the student to improve his/her work to avoid failure. These reports are distributed with the second and third trimester report cards.

REPORT CARDS

Report Cards are distributed at the end of each of the three trimesters of the school year. The trimester report cards will be distributed to the students, unless a parent teacher conference is required.

Report Card Guidelines

The following symbols are used for subject subheadings in First through Eighth Grades unless otherwise indicated:

- + Strength in a specific skill
- Weakness in a specific skill (Blank line indicates satisfactory performance)
- M Curriculum area has been modified

Special Area Subjects (1-8 Grades)

The special area subjects (Art, Computer Science, Music, Foreign Language and Physical Education) will be graded in the following manner:

O	Outstanding	93-100
G	Good	85-92
S	Satisfactory	77-84
I	Needs Improvement	70-76
U	Unsatisfactory	69 and below

Modified grading is not given for any of the special subject areas.

Personal and Social Growth/Effort and Study Skills

Personal and Social Growth and Effort and Study Skills in all grades and subjects will be evaluated in the following manner:

- 4 Exceeding
- 3 Developing Appropriately
- 2 Needs Improvement
- 1 Unsatisfactory

CHEATING/PLAGIARISM POLICY

Cheating is a form of stealing. It is taking work or thoughts from another person. Students may feel pressure to cheat because of parental, peer or teacher expectations. Students may also cheat because they have not taken the proper responsibility to be prepared on their own.

Anyone caught cheating, copying homework, class work or exams, or giving such material to other students will receive a zero (0%) grade to be averaged into the subject involved, regardless of the assignment. Disciplinary action may also be taken.

HONOR ROLL AND OTHER AWARDS

Students in grades Fourth through Eighth:

Principal's Award

A special "Principal's Award" will be awarded to any student in grades Four through Eight who has received all 93's (or above) or O's in all subjects and all 4's in Conduct and Effort.

First Honors

First Honors is awarded to students receiving all 93's (or above) in the major subject areas: Religion, Language Arts, Mathematics, Social Studies and Science, all G's (or above) in the minor subject areas of Foreign Language, Computers, P.E., Music, and Art and all 3's (or above) in Conduct and Effort.

Second Honors

Second Honors is awarded to students receiving 85's or G's (or above) in the major and minor subject areas, and all 3's (or above) in Conduct and Effort.

END OF THE YEAR AWARDS

At the End of the Year Awards Ceremony, eligible students will receive special academic recognition for individual school subjects, etc. Perfect Attendance awards will only be awarded to students who have not been absent or tardy.

Certain awards are reserved for the graduating eighth grade class. The Valedictorian Award is issued to the student who has achieved the highest grade point average within the eighth grade year. The Salutatorian award is issued to the student who has achieved the second highest grade

point average within the eighth grade year. Other awards are issued at the discretion of the administration.

PROMOTION AND RETENTION

Successful completion of all academic subjects is the requirement for a student's promotion from one year to the next.

- † Any student in grades K-2 who fails in the area of Language Arts and/or Math will not be promoted.
- † Any students in grades 3-7, having one or two failures in a major academic subject will be required to attend a summer session before he/she may be enrolled for the subsequent year.
- † Any students in grades K-7 having three (3) failures at the end of the school year will be asked to repeat the year.
- † A child who is retained will only be accepted in St. Bartholomew Catholic School through the approval of the administration and the Admissions Committee.
- † If a student is absent in excess of 21 days during the school year, the administration reserves the right to retain the student at the same grade level.
- † The Archdiocese requires that 8th grade students pass all subjects in order to be granted an 8th grade diploma.
- † An 8th grade student failing three (3) subjects will not be allowed to return to St. Bartholomew Catholic. Any 8th grade student who fails one or more subjects will not be granted a diploma.

Teachers will attempt to identify students with promotion-threatening difficulties as early as possible during the school year so the school and the home may address and correct the situation if possible. The procedures for doing this may include the following:

- † At the end of each trimester, parents or teachers may request or recommend tutoring or testing.
- † **A minimum of two written notices will be given to parents indicating possible retention; one with the second report card and the other with the third trimester progress report.**
- † Copies of conference reports between school and home concerning student's progress will be kept in the students file.
- † The decision on retention will be made during the third marking Period.

The teacher indicates retention or promotion on the last report card. The principal must approve the recommendation. Students may not be retained in the same grade more than once.

EIGHTH GRADE GRADUATION REQUIREMENTS

All eighth graders will be assigned a second grade prayer partner. It is expected that the eighth grader be a supportive role model to their prayer partner and show enthusiasm regarding their spiritual growth as they prepare for their sacraments. All eighth graders **must attend all** in school scheduled retreats, as well as, one family retreat scheduled on a Saturday during the second trimester. **Parents and students are required to attend this retreat.**

All eighth graders are to fulfill these graduation requirements, as well as their academic requirements in order to participate in any graduation activities/ceremony.

STANDARDIZED TESTING POLICY

A comprehensive testing system is an integral part of the educational program. In the fall of each year, the IOWA Test of Basic Skills is administered to Grades three through eight. Second grade students will be taking the ITBS Battery in the spring. These tests are designed to test achievement skills and grade level attainability. The results of these tests are used as supplemental information by the principal and teachers in identifying particular student needs. The quarter that IOWA grades are received a parent/teacher conference is required and written notification of below grade level scores should be given to the parent on the appropriate form. They are only one of the various indicators used to measure student performance, potential, and problem areas.

LITURGY

The part which liturgy plays in the life of the students at St. Bartholomew Catholic School is a vital one. A fully Christian life cannot be conceived without participation in the liturgical service in which the faithful, gathered into a single assembly, celebrate the Paschal Mystery. During the school year, different classes prepare the liturgy. On the first Friday of each month, and on Holy Days the entire student body attend the Mass together. Parents are welcome to attend.

DISCIPLINE

STUDENT CODE OF DISCIPLINE

- ✚ We cooperate and respect each other
- ✚ We respect everyone else's property
- ✚ We follow directions the first time given
- ✚ We bring required materials to class each day
- ✚ We raise our hands silently to be acknowledged by the teacher before speaking in class
- ✚ We do not get out of our seats for any reason without permission from the teacher
- ✚ We understand that lying, cheating, or stealing will not be tolerated
- ✚ We know that hitting back, fighting, bullying, or threatening remarks are not marks of Christian behavior and that such behavior will not be tolerated in school
- ✚ We come to school ready to work and be academically engaged.

Discipline is maintained when students work cooperatively toward the attainment of classroom and school objectives. Home and school must reinforce each other in philosophy and values to be successful in obtaining these objectives.

For this reason, the school has a system whereby students are effectively reminded that order and organization are absolutely necessary in a teaching-learning situation. Students are aware that disrespect, inappropriate behavior and nonconformity to rules will not be tolerated.

If an action is serious enough as determined by the teacher and principal, more immediate and direct measures will be taken in accordance with Archdiocese policy. It is the policy of St. Bartholomew Catholic School to notify and involve parents in disciplinary action. Parents are their children's primary educators and need to be aware of their behavior while at school.

DISCIPLINARY PROCEDURES

Students in Pre-K through 2nd grade do not follow a formal referral system; however the same kind of behavior and teaching of self-control is expected. The classroom rules and consequences are determined by the teacher and administration and applied as is age appropriate. Consistent communication between home and school is encouraged to enable the growth to occur.

The following policies are therefore in place for Pre-Kindergarten through 2nd grade students.

1 st Offense	Verbal Warning
2 nd Offense	3-5 minutes in "Thinking Area"
3 rd Offense	Loss of 5 minutes of recess or Center Play time
4 th Offense	Written notification and phone call home
5 th Offense	STAR Conference

When dealing with a severe offense, an immediate referral will be made to the administration and sent home and if needed a parent-teacher conference will be scheduled. Severe offenses include, but are not limited to biting and/or kicking another student or teacher, and throwing objects.

- ‡Pre-K and Kindergarten do not serve detention
- ‡Three (3) written referrals require a parent-teacher conference
- ‡Fourth referral will lead to a suspension

The following policies are in place for 3rd-5th grade students who commit minor violations:

1 st Offense	Verbal Warning
2 nd Offense	3-5 minutes in “Reflection Area” or loss of recess
3 rd Offense	Phone call
4 th Offense	Written notification and phone call home
5 th Offense	STAR Conference

***** Once a conference is held, a behavior plan must be developed with the assistance of the parents. If a child receives 2 more notes after the conference, they will automatically receive a detention.**

The following policies are in place for 6th-8th grade students who commit minor violations:

1 st Offense	Verbal Warning
2 nd Offense	Phone call
3 rd Offense	Written notification and phone call home
4 th Offense	STAR Conference
5 th Offense	Detention

DISCIPLINARY PROCEDURES

Students in 1st through 8th Grade follow a detention system. Violations of the discipline code are divided into two categories: minor and major

Minor Violations

When a student commits a minor violation, he/she is issued a note, as well as a phone call home. Once a student has accumulated three (3) notes and phone calls, he/she will receive a referral to serve a detention.

Minor violations are as follows:

1. Chewing gum

2. Eating outside the cafeteria
3. Failure to comply with school, classroom or cafeteria rules
4. Failure to return a signature of a parent or guardian on important papers by the time assigned (i.e. agendas, communication folders, etc.)
5. Improper Class or PE Uniform (*refer to Dress Code*)
6. Use of any make-up, including nail polish
7. Wearing excessive jewelry (hoop earrings)
8. Bringing prohibited items to school
9. Late to class
10. Excessive talking
11. Annoying to classmates

Major Violations

When a student commits a major violation, he/she is automatically issued a detention. The school has a well-established policy for running detention for serious disciplinary infractions. Detention will run on Wednesdays from 3:00-4:00 PM. Serving detention will now include school community duties such as arranging books, picking up litter, or keeping the school campus clean (manual labor) and/or written assignments.

Students are to be picked up promptly at the end of a detention. Students not picked up will be sent to the After Care Program and a fee will be incurred. Failure to comply with a detention will result in other disciplinary measures.

Major violations may also result in suspension or expulsion. The school reserves the right to suspend or expel a student whose behavior is a detriment to the school

Major Violations are as follows:

1. Abuse of school property.
2. Association with alcohol or drugs
3. Cheating
4. Plagiarism
5. Disrespect for, or an impertinent attitude toward any member of the faculty, staff, or student body
6. Fighting (all parties will receive punishment)
7. Bullying or making threats against a student, parent or faculty member.
8. Forging of any signature
9. Lying
10. Obscene materials; possession and distribution of materials which are contrary to common decency and morals
11. Stealing
12. Smoking

13. Abusive foul language
14. Failure to report for detention
15. Academic Indifference
16. Truancy/Skipping class
17. Harrassment of any kind towards students, parent, or faculty members
18. Throwing objects
19. Improper church behavior
20. Possession of any perceived weapon or potentially dangerous item
21. Public display of affection
22. Posting inappropriate items, comments, etc. on the internet
23. Perceived threatening of any member of the faculty or student body or of any parent.

It is the responsibility of the student to present the note home or the detention slip to the parents for signature. If a student fails to do so, he/she may be issued a referral for failure to comply with school regulations. **Referral and detention slips must be signed and returned the day after the issue date.**

When students are issued detentions, a call will be placed to the home by the teacher who wrote the referral. Any student with three (3) or more detentions will be immediately placed on Disciplinary Probation for the rest of the school year. Upon receipt of the fourth (4th) detention, a student will be suspended. Disciplinary Probation will also be applied to any student earning six (6) or more detentions during the previous school year. If a student placed on Disciplinary probation receives a detention, he or she will be suspended from school (the length and time of suspension will be determined by the Administration). Any student who does not report to detention will be suspended for the following school day. A student whose behavior continues to be a detriment to the classroom and the school may be expelled from St. Bartholomew Catholic School.

When a student is suspended, he/she may not participate in any sports or school activities neither academic nor extracurricular during the length of the suspension.

A student's conduct grade may be lowered as follows:

3 Notes Home	3	Developing Appropriately
1 detention	2	Needs Improvement
1 suspension	1	Unsatisfactory

Any conduct whatsoever, both in or out of school, by a St. Bartholomew Catholic School student that is not in keeping with the philosophy/objectives of St. Bartholomew Catholic School, which the school administration considers detrimental either to the student, to the other students, or to the school itself shall be deemed and accepted by all parties concerned as adequate cause for strict disciplinary action. This includes suspension of the student

from classes and/or campus for a stated period, and/ or expulsion of the student from the school for the balance of the academic year without re-admission privilege or refunding of tuition. The administration reserves the right to terminate all relationships with the student at any time during the academic year when by the decision of the Principal and/or Pastor, such student/school relationships are no longer mutually beneficial.

The school administration reserves the right to expel any student at any time for any action, behavior, or attitude that could, in the administration's sole view, affect in any way the overall learning environment or the image of the school community.

ANTI-BULLYING POLICY

St. Bartholomew School is committed to promoting a safe, healthy, caring, and respectful learning environment for all of its students. As such, bullying is strictly prohibited and will not be tolerated. Therefore, this policy prohibits any unwelcome verbal or written conduct or gestures directed at a student by another student that has the effect of:

- (1) physically, emotionally, or mentally harming a student;
- (2) damaging, extorting or taking a student's personal property;
- (3) placing a student in reasonable fear of emotional or mental harm;
- (4) placing a student in reasonable fear of damage to or loss of personal property; or
- (5) creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities or the Catholic mission of St. Bartholomew School.

I. Definition

- a. **Bullying** may involve but is not limited to: teasing, name-calling, slurs, rumors, jokes, false accusations, intimidation, stalking, innuendos, demeaning comments, pranks, social isolation, gestures, cyber-bullying or other verbal or written conduct. Cyber-bullying includes the following misuses of digital technology: teasing, intimidating, or making false accusations about another student by way of technological tool, such as sending or posting inappropriate email messages, instant messages, text messages, digital images or website postings (including blogs and social network sites).
- b. This definition includes students who either directly engage in an act of bullying or who, by their behavior, support another student's act of bullying.

II. Scope

- a. This policy prohibits bullying that occurs either:
 - i. on school premises before, during, or after school hours;
 - ii. on any bus or vehicle as part of any school activity; or
 - iii. during any school function, extracurricular activity or other school-sponsored event or activity.

III. Reporting Complaints

- a. Each student and parent has a duty to report any bullying to the school immediately. If a student experiences (or a parent witnesses or learns of) any incident of bullying, the incident must be promptly reported to the school principal. The principal will provide the student/parent with the Bullying Complaint Report Form which must be completed, dated and signed by the complaining party so that the school may initiate further inquiry, when appropriate.

IV. Disciplinary Action

- a. Any student found to have violated this policy may be subject to appropriate disciplinary action, which may include: temporary removal from the classroom, loss of privileges, detention, counseling, parent conference, suspension, expulsion, and/or notification to appropriate authorities. The disciplinary action may be unique to the individual incident and may vary in method and severity based on the principal's discretion.
- b. False reports or accusations of bullying also constitutes a violation of this policy and may subject the offending party to appropriate disciplinary action.

ENFORCEMENT

The school has a Discipline Committee headed by the Assistant Principal. Daily monitoring, enforcement and communication is a group effort involving teachers, coordinators and administration. Student violations will be communicated to parents by the issuing teacher.

UNIFORM CODE

Students are to be in complete uniform every day. A student who is out of uniform will be asked to call home to have the parents bring the proper uniform. If this cannot be done, the student will not be allowed to go to class.

Eighth grade uniform is “gradfathered” except for Mass and PE uniform and socks.
Uniforms

GIRLS

Pre-K 3 – 2nd Grade plaid polo dress with logo (**official Mass**)
heather grey short sleeve polo with logo
plaid skort (**PK only**)
long plaid skort
navy flat front slacks
navy pull-up full elastic pants (**PK only**)

3rd-5th Grade

light blue short sleeve polo with logo
long plaid skort (**official Mass**)
navy flat front slacks

6th-8th Grade

white long sleeve blouse with logo (**official Mass**)
white short sleeve blouse with logo (**official Mass**)
plaid skirt (**official Mass**)
navy capris
navy flat front slacks
plaid sash

Belts

Black belt must be worn if bottom has a belt loop

Shoes

Pre-K 3 to 2nd grade - black Mary Jane style

3rd – 8th grade - black oxford style ONLY
No heels or patent leather

Socks

white low rise socks with school logo

BOYS

Pre-K 3 – 2nd Grade

heather grey short sleeve polo with **logo (official Mass)**
navy flat front pants (**official Mass**)
navy pull-up full elastic pants (**official Mass- PK only**)
navy pleated front shorts (with or without cuffs)
navy full elastic waist **shorts (PK only)**

3rd-5th Grade

light blue short sleeve polo with logo (**official Mass**)
navy flat front pants (**official Mass**)
navy pleated front shorts (with or without cuffs)

6th-8th Grade

white long sleeve oxford with logo (**official Mass**)
White short sleeve oxford with logo (**official Mass**)
Navy/grey Columbia blue necktie (**official Mass**)
Navy pleated pants (**official Mass**)

Belts

Kinder thru 8th Grade – black dress belts are to be worn at all times (pants or shorts)

Shoes	Pre-K 3 and Pre-K 4: black Velcro shoes Kinder thru 8th: black oxfords style ONLY
Socks	white low rise socks with school logo
School P.E. Uniform: (all students)	heather grey with screenprint PE T-shirt long royal blue with screenprint PE short heather grey with logo sweat-top heather grey with silkscreen sweat-pants PE shoes must be all black or all white sneakers

Winter Wear:

All students are required to be in proper school uniform on cold days. Sweaters with hoods are not allowed. Students are permitted to wear ONLY the heather grey with **school logo sweatshirt and/or the heather gray/navy contrast sleeves school jacket** on cold days. In addition, you may wear **plain navy blue cardigan sweater**. School sweatpants and school sweatshirts will ONLY be permitted on days when P.E. is scheduled. Optional winter clothing has been added to the uniform policy to avoid having students wearing their P.E. sweats on days when P.E. is not scheduled. Please keep this addition to our school policy in mind when purchasing uniforms for the coming school year.

Jewelry

Girls may wear:

Stud earrings **only**

A single, lightweight chain with a cross or religious medal

A watch

(No other jewelry is permitted)

Boys may wear:

A single, lightweight chain with a cross or religious medal

A watch

(No other jewelry, including rubber bracelets, is permitted)

Hair and Personal Appearance

Girls:

Hair must be kept neat and off the face.

Hair coloring is not appropriate at this age and is not permitted.

No make-up of any kind is permitted

Nail polish (unless clear) and fake or acrylic nails are not permitted. Nails are to be kept short and clean.

No body piercings or visible tattoos (Students may be subject to immediate dismissal.)

Boys:

Hair should be cut neatly and evenly in a simple style.

Tails, lines, spikes, braids or coloring is not permitted.

Middle school aged boys are not allowed to have facial hair.

No body piercings or visible tattoos (Students may be subject to immediate dismissal.)

ANTI HARRASSMENT POLICY

The Archdiocese of Miami schools are committed to providing a school environment that is free of discrimination. In keeping with this commitment, Archdiocesan schools will not tolerate harassment of school employees or students occurring in the school, at assignments outside the school, or at school-sponsored events. Such conduct is immoral and illegal and will not be tolerated.

If any employee or student feels that he/she has experienced or witnessed harassment, that person must immediately notify his/her Principal. However, if the Principal is the individual who is believed to be harassing the employee/student, then the employee/student notifies the Pastor/Supervising Principal (or, in schools without a Pastor/Supervising Principal, the Superintendent of Schools). An appeal would be made to the Superintendent of Schools or the Vicar for Education. The Archdiocese forbids retaliation against anyone who has reported harassment.

Harassment consists of unwelcome conduct, whether verbal, physical, and/or visual, that is based on a person's protected status, such as sex, color, race, ancestry, national origin, age, physical disability, mental condition, marital status, veteran status, citizenship status or other protected group status.

1. Sexual harassment includes, but is not limited to the following behaviors:

- † Intentional brushing against, patting or pinching another's body
- † Suggestive or obscene letters, notes, invitations, derogatory comments, slurs, jokes, epithets, unwanted physical contact and blocking movements
- † Leering with sexual overtones, display of sexually suggestive objects, posters or cartoons.

2. Verbal Harrassment:

- † Involves derogatory comments, jokes, or slurs about a person's gender, race, religion, ethnic origin, physical characteristics, or family

3. Physical Harrassment:

† Involves unwanted physical contact, assault, deliberate impeding or blocking movements, and any intimidating interference with normal activity or movement

ARTICLES PROHIBITED IN SCHOOL

Only those items needed for classroom use should be brought to school. **Personal belongings such as radios, walkmans, cellular phones, pocket knives, picks, tapes, CDs, toys, video games, any kind of playing cards, etc. are not allowed in school.** There are exceptions at the teacher's discretion, (i.e. a special game day), but any exceptions must be submitted in writing and approved by the principal. Students who do not adhere to this policy risk having the item taken from them and not returned. **Any articles confiscated from students will be placed in an envelope labeled with the student's name and grade and submitted to the Administration for storage. These articles may be picked up by the parent at the end of the school year.**

PUBLIC DISPLAY OF AFFECTION

The Catholic school promotes friendship, charity, kindness, love, and respect for self and others. However, inappropriate displays of affection, such as kissing or embracing which express more than simple friendship, are not permitted in school, at dances, or at any school event. Those who violate these rules will be subject to the disciplinary measures of the school, including detention, suspension, or dismissal. The administration reserves the right to determine what is appropriate behavior in a Catholic school.

SUBSTANCE ABUSE POLICY

The use or possession of illegal drugs or illegal mood altering substances, alcoholic beverages, drug-related paraphernalia, or the abuse of prescription or over the counter drugs by any student on school property or while attending or participating in any school sponsored activity or at anytime the student is wearing a school uniform is forbidden. Transgression of this rule will result in disciplinary action, which may include dismissal from school.

Any student selling or distributing drugs, alcohol or cigarettes on school property or at school functions will be immediately expelled.

All Archdiocesan schools are committed to a drug free environment. This commitment may, under some circumstances, prompt a need for testing of students for evidence of substance abuse.

If a student exhibits the symptoms, or is suspected of, substance abuse, the school may require that the student undergo substance abuse testing. If the results of the test suggest abuse and the substance was not used on or brought to campus, the school will normally use this information to help the student seek assistance. Refusal to participate in such a test may result in dismissal from the school.

At times, the school may choose to conduct random drug testing of the student body. While this measure may not often be implemented, the scourge of substance abuse in our society is so serious that the administration may consider it an effective and justifiable way of combating the problem.

WEAPONS POLICY

Weapons are not permitted anywhere on school grounds, transportation or event. Students who bring weapons to these areas, who are in possession of weapons, or who threaten others with weapons or items used as weapons will be expelled from the school.

SEARCH AND SEIZURE

The Principal or his/her delegate has access to book bags, handbags, desks, or any other objects that are brought onto the campus of the school, and may remove any object which is illegal or contrary to school policy.

STUDENT COMPUTER USE POLICY

PURPOSE

In an effort to prepare students with the ability to function in a computerized society, the Archdiocese of Miami requires that St. Bartholomew Catholic School include a component of computerized education as a part of the core curriculum for all students.

The curriculum's component of computerized studies includes: keyboarding and mouse usage instruction, identification of pertinent computer devices, and proper log on/off procedures. Computerized studies will also introduce the following: word processing, spreadsheet, databases, graphics and multimedia, electronic transmissions, and Internet and the World Wide Web usage according to grade level requirements.

In order for students to participate, and access the internet and the World Wide Web, which is a graded segment in the curriculum's computerized studies, the parents and students must read, understand, and sign an agreement to comply with the following policies, rules, and conditions governing the use of St. Bartholomew Catholic School's computers and telecommunications equipment and services.

ACCEPTABLE COMPUTER/INTERNET USE POLICY

Use of the Internet by students is a privilege that is permitted and encouraged where its use is suitable for educational purposes. The Internet is to be used in a manner that is consistent with the St. Bartholomew Catholic School resources, and is intended to be used for educational purposes only.

GENERAL PRINCIPLES

School-provided Internet/Intranet privileges, like computer systems and networks, are considered St. Bartholomew Catholic School resources, and are intended to be used for educational purposes only.

School e-mail accounts, Internet user-ID, and web pages should not be used for anything other than school-sanctioned communications. St. Bartholomew Catholic School reserves the right to determine the suitability of transmitted information.

Students should be aware that any usage, including distributing or receiving any information, school-related or personal may be monitored for unusual activity, security, and/or network management reasons.

EMAIL POLICY

The Advisory Council of Principals has passed the following policy regarding e-mail:

To avoid the appearance of impropriety, members of the faculty and/or staff are not to be in contact with students via e-mail for purposes other than academics or school sponsored extra-curricular activities. Therefore, students must only e-mail teachers and or staff members concerning schoolwork.

Correspondence via e-mail is not guaranteed to be private. Accordingly, if students have sensitive information to transmit, they should use other means. St. Bartholomew Catholic School reserves the right, at its discretion, to monitor any student's electronic transmissions to the extent necessary to ensure electronic media and services are being used in compliance with St. Bartholomew Catholic School standards of conduct.

It should be made clear to the recipients of Student electronic transmissions that opinions expressed by individuals are not necessarily those of St. Bartholomew Catholic School.

Students will agree to abide by any and all rules for computer usage and the access of the internet and World Wide Web expressed in this computer policy by St. Bartholomew Catholic School.

UNACCEPTABLE COMPUTER/INTERNET USE POLICY

Students will not visit websites that contain obscene, illegal, hateful, discriminatory, or derogatory to any individual or group.

Students will not send or receive any material that is obscene, illegal, hateful, discriminatory, or derogatory to any individual or group.

Students will not send or receive any material that is intended to annoy, harass or intimidate another person or group.

Students will not be allowed to bring to school and place in the school's computers any CD-ROMs (musical, program applications, or data), or diskettes. Diskettes will be provided to the students by the Computer Teacher.

Students will refrain from sending and receiving, uploading or downloading unusually large data files, graphic files, jpeg, bitmap, and compressed data and graphic images.

Students will refrain from usage that includes and not excludes the data files that contain malicious Active X programming, macros, and the propagation of computer viruses that may intentionally interfere with the normal operation of St. Bartholomew Catholic School computer lab and or network.

Students will not spend computer lab time on non-educational content by merely surfing the Internet.

Students acknowledge that the Internet and the World Wide Web are to be used only for constructive and educational purposes.

Students will not upload, download or otherwise transmit plagiarized or copyrighted material that is a violation of St. Bartholomew Catholic School's standard of conduct and laws mandated by the government.

Students will not reveal or publicize personal, confidential, or proprietary information which includes, but is not limited to: student's or classmate's personal home addresses, telephone numbers or the name and location of St. Bartholomew Catholic School without expressed teacher's permission.

Students are not allowed to use any form of cryptography to encrypt any electronic communications. Accordingly, if students have sensitive information to transmit, they should use other means.

Students will not examine, change, or use another person's files, output or user name without the other person's and/or their teacher's expressed permission.

Students will report to their teacher any information or fellow classmate computer usage that makes them feel uncomfortable.

VIOLATIONS

Any student who abuses the privilege of their access to the use of St. Bartholomew Catholic School's computers, telecommunications equipment, and the Internet/World Wide Web services in violation of this policy may be subject to the following disciplinary actions:

- † Verbal reprimand
- † Written warning that will be issued to students and parents
- † Suspension of access privileges
- † Revocation of access privileges
- † Termination of Enrollment (extreme cases)

SAFETY

SECURITY

A student whose verbal or written comments, including e-mail messages that include a threat to another student or a member of the faculty shall be:

- † Immediately suspended from the school, after the parents have been informed of the situation.
- † Be seen by a psychologist at the parents' expense and by the school counselor, both of whom will be asked to submit a written evaluation. If it is determined that the child was serious about the threat and has the capacity to carry it out, the child will be expelled from the school. If it is the opinion of those who evaluate the child that the child did not seriously intend to do harm to others, the child may be allowed to return to the school.
- † If allowed to return to the school, the child may be placed on probation with an indication that, should a similar threat occur, the child will be expelled from the school.

The Department of Schools should be informed in these cases. The school may submit to the police an informational report.

EMERGENCY SCHOOL CLOSINGS

The policy of the school with regard to school closings in cases of emergencies is to follow the decisions of the public school district in which the school is located. Parents should listen to broadcasts and keep their children home on days when the local public schools are closed. More specific information can be found at the website for the Department of School by logging in at www.miamiarch.org and following prompts.

In case of emergencies, decisions about the release of students from school are up to the sole discretion of the Principal. Parents should refer to the parent-student handbook emergency dismissal procedures.

FIRE SAFETY

School safety policy requires that all classes have fire drill practice once a month. Teachers instruct students how to behave during this time, keeping in mind that safety and speed are essential in case of a real emergency.

Fire extinguishers are located in the required number of classrooms. Every schoolroom contains a fire escape map.

The school has a fire alarm system. The proper municipal officials routinely inspect the school facilities.

MEDICATION PROCEDURES

The administering of medicine to a child is a parental responsibility and should not be delegated to school personnel except under unusual circumstances. Parents should ask their physician if it is possible to prescribe medication so that it can be administered at home. Only when absolutely necessary is the school willing to accept responsibility for administering medications, and then under the following guidelines:

1. The school will never administer/dispense medicines (including over the counter drugs) to students without specific authorization by both a licensed physician and the parent of the students. An “Authorization of Medication” form must be completed and submitted by the parent. The name of the medication and dosage must be indicated on this form.
2. All medication must be brought to the office with an authorization signed by the parents.
3. Only prescription medication can be brought to school and must be stored in the school office; no over-the-counter medication is allowed, unless written authorization is submitted by the doctor.
4. Prescription medication must be in the original bottle that must be labeled and must have the exact dosage.
5. The school will not dispense medication. Students are responsible for their own medication.
6. All medications will remain in a secure location. (By exception, students who are asthmatic may carry a prescribed inhaler with them during the school day.)
7. A written log will be kept of dispensed medication.

SICKNESS

Students who are very ill or have infectious or contagious illnesses should not attend school. St. Bartholomew Catholic School reserves the right to ask that a student be taken home or to be taken to a doctor if such a sickness is suspected. They may include, but are not limited to pink eye, lice, chicken pox, measles, etc.

INJURIES AND ACCIDENTS

All accidents or injuries occurring on school grounds should be reported immediately to the teacher in charge or to the school office. Parents and emergency services may be contacted if the seriousness of the injury so warrants. An injury report will be completed for documentation of serious injuries and a copy sent to the parents.

For this exact reason, it is essential that the school office have up-to-date information on each student's Emergency Contact card.

SERVICES

EXTRA CURRICULAR ACTIVITIES

St. Bartholomew Catholic School sponsors several extra-curricular activities for students. Extra-Curricular Activities including after school sports, will be considered only for students with satisfactory conduct and academic performance.

ELIGIBILITY

Students wanting to participate in extra curricular activities/athletics must maintain a “77” average in all course work and a grade no lower than an “S” in minor subject areas. Students will not be allowed to participate if they have earned a grade lower than a “3” in conduct.

Students will also be monitored on academic and conduct throughout the school year. Students not meeting the academic and disciplinary standards will not be allowed to participate in any activity at the discretion of the administration.

STUDENT COUNCIL

The Student Council is open to students in grades 6th through 8th. Officers and class representatives are elected by 6th through 8th grade students in September.

Eligible students must have earned a “77” or above in all academic subjects and a “3” or above in conduct and effort. The academic and disciplinary record of each student seeking nomination will be reviewed by the teachers and moderators and approved by the Administration. Once elected, council members must maintain the same standards as set above and maintain exemplary conduct or they will be removed from office.

The purpose of the Student Council is:

- †To provide a forum for student expression.
- †To promote a good relationship between the faculty and student body.
- †To develop and maintain school spirit.
- †To assist the faculty in having school regulations enforced.
- †To sponsor activities and programs for the benefit of the student body.

ATHLETICS

It must be understood that all students who try out for a team will not necessarily make the team. Ordinarily parents are not allowed to attend tryouts. Administration/Athletic Directors will normally not discuss tryout results with parents.

Each student must have a signed permission slip, waiver, current physical form and proper attire to attend a tryout and/or be a team member. Students may not be eligible for a tryout if the tuition account is in arrears. **There will be a non-refundable sports registration fee of \$50.00, per sport. This fee only applies to the students that make the team.**

If a student is absent from school, he/she may not participate in a game or practice.

Inappropriate conduct during a game will result in disciplinary action. Sportsmanship is a vital ingredient for all team sports.

COUNSELING SERVICES

The school is required to have a counselor on staff to provide instruction in the classes and to provide individual counseling when warranted by the administration. Teachers may request the intervention of the counselor at the approval of the administration.

Any parent who does not want their student to be seen by the counselor should indicate this wish in writing to the principal at the beginning of the school year.

TUTORING

Tutoring will be provided by the teachers. Tutoring ordinarily takes place from mid-September through mid-May. Any parent interested should contact their child's homeroom teacher.

HOME AND SCHOOL ASSOCIATION

The Home and School Association is an organized medium of communication between parents and the faculty, staff, and administration. **Membership is open to all faculty members and parents of students at St. Bartholomew Catholic School.**

All parents must be willing, when able to do so, to assist actively in the promotion of all projects undertaken, both religious and material for the welfare of the students. Your child's school should be a priority. Being familiar with and supporting school policy, meeting with teachers and **regular attendance** at the Home and School general meetings are only a few ways that this can be accomplished.

The purpose of the Home and School Association is to provide the school with the materials to fulfill academic, cultural and physical needs that are not covered by tuition. It also provides an additional means of communication between parents and school and an opportunity for both to grow spiritually and intellectually.

Our Home and School has been responsible for:

- Purchasing televisions for all of our classrooms
- Equipment for the **Computer Lab** and **Science Lab**
- Renovating our Library and restrooms
- Purchasing a portable stage
- Providing guest speakers and much more

FUNDRAISING

Organized fundraising activities are conducted in the school with the approval of the school administration. No child acting on behalf of the school may solicit funds for any purpose on the city streets, in public places, or on a house to house basis unless such solicitation has been authorized by the principal in each case, and by the parents.

Each family will be required to participate in the sale of Carnival raffle tickets. Each family will be required to sell \$60.00 worth of raffle tickets per child, or an equivalent amount will be added to their tuition fees. Please refer to your Parental Agreement.

SERVICE HOURS

A minimum of 20 hours per family, per school year is required. Two hours per child must be worked at our Parish/School Carnival. **If you do not fulfill your service hours your account will be charged \$20.00 per every hour not served. All service hours must be completed by April 15th. Absolutely no supplies will be accepted after May 1st.**

Parent volunteers who are working at the school on a regular basis must be fingerprinted as per Archdiocese of Miami guidelines.

MISCELLANEOUS

REPORTING PHYSICAL/SEXUAL ABUSE

Parents and guardians should understand that State law requires the person who has reasonable suspicion that sexual or physical abuse has occurred to report this to the Division of Children and Family Services. The person who fails to fulfill the responsibility can be charged with sexual or physical abuse because the silence contributes to the crime.

COOPERATION WITH LEGAL AUTHORITIES

It is the practice of the school to cooperate with any local, state, or federal investigators or law enforcement officers that contact the school in the course of any criminal investigation. The school will attempt to notify the parents of any student sought to be interviewed in the course of a criminal investigation on the school premises, unless directed by an investigator or law enforcement officer to the contrary, which is usually the case in investigations involving sexual or physical abuse. The school will attempt as well to have a representative present during such an interview, unless this is not permitted by the investigators, which also is often the case in investigations involving sexual or physical abuse.

CUSTODIAL RIGHTS

In the case of divorced parents, the school will interact with the parent who has legal custody of the child. The school ordinarily will deal with the parent having legal custody in matters of absence, lateness, truancy, early dismissal, disciplinary issues, school records, etc. Access to in-person conferences and the records and information pertaining to a minor child, including, but not limited to school records, may not be denied to a parent because the parent is not the child's primary residential parent. Full rights apply to either parent **unless** a court order specifically revokes these rights. In the latter case, it is the custodial parent's responsibility to provide evidence of such a court order.

FACULTY ASKED TO TESTIFY IN DIVORCE OR CUSTODY PROCEEDINGS

It is the policy of the Archdiocese to have school personnel whose presence is required to attend legal proceedings represented by an attorney. Whenever school personnel are compelled to participate in divorce or custody proceedings, any and all legal fees and or costs incurred by the school will be charged and become the responsibility of the parents.

ASBESTOS

Federal regulations require that St. Bartholomew Catholic School inform its families that the school complies with all testing and monitoring of asbestos on its premises.

SMOKE

St. Bartholomew Catholic School maintains a 'smoke-free' environment, as required by federal regulations. Staff members and all visitors are asked to refrain from smoking in any and all of the school's facilities. Students possessing or using tobacco products are subject to disciplinary measures. Refer to the discipline section for further information.

USE OF STUDENT INFORMATION AND PICTURES

The school reserves the right to use student pictures in publications and on the school website. Any parent who does not wish the picture of his/her child to be used must notify the principal in writing prior to the beginning of the school year.

PARENTAL COVENANTS

At the beginning of the school year, all parents, or legal guardians, must sign and agree to adhere to the school's codes and practices.

STUDENT COVENANTS

At the beginning of the year, all St. Bartholomew Catholic School students are requested to sign covenants with their teachers in which they agree to adhere to certain standards of conduct. The covenant includes, but is not limited to, areas such as the dress code, study habits, treatment of adults and schoolmates, and daily prayer. Students who do not adhere to the contract are subject to disciplinary measures.

PRINCIPAL'S RIGHT TO AMEND

Any student action that is not in keeping with the philosophy/objective of St. Bartholomew Catholic School is subject to the review of the administration and may lead to withdrawal from school.

Since situations can arise that were not foreseen at the time of writing the Handbook, the principal reserves the right to initiate, change or modify the policies as needed. Parents and students will be notified of any amendments.

The principal and/or Pastor are the final recourse in all disciplinary situations and may waive any disciplinary rules for just cause at his/her discretion.

**St. Bartholomew Catholic School
8003 Miramar Parkway
Miramar, FL 33025**

**Parent/Student Handbook
Acknowledgement Form
2009-2010**

**THIS FORM MUST BE SIGNED AND RETURNED TO SCHOOL
WHEN CLASSES RESUME**

We, the undersigned parents (guardians) of the student listed below, have read and are fully aware of all the contents of our St. Bartholomew School Handbook. All students from Pre-K 3 through Eighth grade have received and agree to faithfully follow all regulations and philosophies contained in our handbook.

Student Name _____ Grade _____
Please Print

Father's Signature _____ Date _____

Mother's Signature _____ Date _____

Student's Signature _____ Date _____