

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.