

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.