

# **Parent Student Handbook 2020-2021**

## **MISSION STATEMENT**

**St. Bartholomew Catholic School empowers all students in our faith-filled welcoming community to grow in mind, body and spirit.**

## **PHILOSOPHY**

St. Bartholomew Catholic School is committed to creating a safe learning environment where we embrace our school expectations of being responsible, cooperative, respectful, and active participants in their school and parish. We empower and challenge each student to strive for growth in academic excellence and developing a desire to be a life-long learner; working to grow their bodies in healthy ways; and prepare them for service in life's journey as an active citizen in their Catholic parish, the community of Columbus and the world.

## **HISTORY OF THE SCHOOL**

The present building was constructed in 1963-64, with an addition in 1968, and operated under the name St. Columba Catholic School. In 1979 the Catholic education needs were consolidated into the present building combining the programs of St. Columba and St. Bartholomew. The school was referred to as St. Columba-St. Bartholomew Catholic School. The following year the school was renamed All Saints Catholic School and operated under that name until July 1994, at which time it became known as St. Bartholomew Catholic School. In June 2003 a new gym and administrative wing were dedicated.

## **THE PRINCIPAL**

The principal serves as the administrative head of St. Bartholomew Catholic School with the responsibility to formulate programs and procedures in accord with the policies determined by the Archdiocesan Office of Catholic Schools and by the St. Bartholomew School Commission. The principal has the responsibility of keeping the School Commission and Pastor well informed about the school and proposing the adoption of new policies.

## **THE ASSISTANT PRINCIPAL**

The assistant principal will assist the principal in designated areas and will assume the leadership and responsibility for the school during the absence of the principal.

## **GUIDING PRINCIPALS FOR RESPECTING OTHERS**

*The good name, reputation and personal safety of each student, faculty, staff member and adult volunteer is vitally important. In order to protect students, employees, volunteers and the school itself, each student is expected to treat the good name and reputation of other students, school employees, volunteers and the school with dignity and respect and not engage in any activity or conduct, either on campus or off campus, that is in opposition to this policy and/or inconsistent with the Catholic Christian principles of the school, as determined by the school in its discretion. Any derogatory, slanderous, hostile, or threatening remarks or actions directed toward any of the above by a student will be seen as a violation of this policy and will be viewed as an extremely serious matter, whether it is done physically, verbally, or electronically through the use of a home or school computer, phone, Ipad or other electronic media or by remote access during school time or after hours. Some examples include, but are not limited to, social media, text messages, blogging, voice mails, emails, images, pictures, etc. Any individual found to have made or participated with others in making any such remarks or actions will be subject to disciplinary action by the school, up to and including expulsion/dismisal.*

Because of the significance of the issues of bullying/harassment in the lives of students, St. Bartholomew has in place a wide variety of strategies to address the issues. These strategies are addressed weekly through Irish Time and the Olweus Bullying Prevention Program.

**It is imperative that anyone who becomes aware of a St. Bartholomew student who is being bullied or harassed, regardless of whether it is happening in or out of school, is asked to contact the Principal.**

Failure to report incidents of bullying/harassment makes one complicit with the inappropriate behavior.

## **POLICIES AND PROCEDURES**

### **ABSENCES**

**EXCUSED** – For an absence to be excused, a parent MUST notify the school office by 8:30 am if a student will be absent. When the absence is excused the teacher will provide opportunities for the student to make up work missed and receive full credit earned. Examples of excused absences are: illness, injury, death of an immediate family member, or another person close to the family, activities approved by the administration, special religious observances.

**Absences of three or more days for one illness/injury require a doctor's slip upon return.**

**UNEXCUSED** – Absences are considered unexcused if a parent does NOT notify the school office on the day of the absence by 8:30 am or submit a Request for Excused Absence Form at least the day before the absence. Work made up for an unexcused absence will receive 10 percent lower than the grade earned. Vacation trips are STRONGLY discouraged when school is in session, and such absences are considered unexcused. Other absences not listed above, as examples of excused absences are considered unexcused. Work must be made up when missed and any advancement of homework will be left solely to the discretion of the teachers and their plans.

**APPOINTMENTS** – We strongly discourage routine dentist, orthodontist, and doctor appointments during the school day. However, if the student has an appointment, written permission from the parent should be received by the morning of the appointment. Parents must sign out students in the school office prior to leaving and the student should report to the school office and be signed in by the parent upon returning and present a signed and dated slip from the doctor or dentist.

**MISSED SCHOOL WORK DURING ABSENCES** When your child is away from school for an appointment or due to an illness, it is his/her responsibility to get missed assignments from the teachers when he/she returns. For an illness of only one day, we ask students to get make-up work from their teachers upon their return to school the next day. For illnesses lasting longer than one day, you may have homework sent home. We can send homework with siblings or parents may pick-up homework from the office, but we ask that you not pick up work before 3:00 p.m. If homework is picked up in the middle of the day, classes lose instructional time when the teacher has to stop and gather what is needed. **STUDENTS RECEIVE THE SAME NUMBER OF DAYS AS THEY WERE ABSENT TO MAKE UP AND TURN IN WORK WITHOUT PENALTY.**

### **FOR MIDDLE SCHOOL STUDENTS**

**ONE DAY ABSENCES**—Homework partner (chosen by the student) will write down assignments and gather any handouts from teachers. Assignment sheet will be left with the homeroom teacher to be given to the student upon return the next day.

**TWO OR MORE CONSECUTIVE DAYS ABSENT**—Homework partner will write down assignments and gather handouts from teachers. On day 2, and any other consecutive days, the assignment sheets will be left in the homeroom in a designated place. Books will not be gathered by other students or the teacher. Parents may come in and pick up books by accessing their child's locker. **PLEASE wait until school has been dismissed before coming to pick up work.** Assignments will be sent home with siblings upon request, but no books will be gathered. Parents will need to come in later to gather books from the locker. **PLEASE EMAIL THE TEACHER RATHER THAN USING VOICE MAIL FOR THIS REQUEST.**

In middle school, some homeroom teachers do not see their homeroom class for any period of the day. Asking to pick up work earlier than 3:00 is not possible because another class must be disturbed and the homework partner removed from the learning environment to gather you child's work.

**MIDDLE SCHOOL LONG TERM ASSIGNMENTS**—Long term assignments (anything due two days or more after assigned) are due on the due date, **regardless of absences.** If a student is absent on the date an assignment is due, then **the assignment is due on the day the student returns to school.**

**EXCESSIVE ABSENCE PROCEDURE** – When a student is absent more than five days in a nine-week period:

- The homeroom teacher will contact the parent/guardian by email or phone to share concerns regarding the student's absence and possible impact on academic achievement.
- Teacher will notify principal or designee of contact.

If the above intervention fails to result in improvement or the problem resurfaces after a time of improvement the following will occur:

- Teacher forwards previous information to principal or designee
- Principal or designee contacts parent/guardian by phone (or letter) to discuss the problem and a plan to resolve it
- If the problem continues, a conference with the parent/guardian, principal or designee, and teacher will be scheduled to discuss concerns and develop a written, signed plan of improvement.
- The administrative team (principal, assistant, counselor and pastor) will meet to discuss further action

Options include: loss of financial assistance if applicable, decision to retain student in current grade due to academic concerns related to poor attendance, possible legal action, request parent/guardian to withdraw student.

**Indiana Code 20-20-8-8 was amended to define habitual truancy to include students absent ten (10) days or more from school within a school year without being excused or without being absent under a parental request filed with the school. Chronic absenteeism includes students absent from school for ten percent (10 percent) [18 Days] or more of a school year for any reason.**

#### **Excused Absence Policy:**

- If families request that students miss school for vacation, sports competitions, special travel plans, or other unexcused absences, then parents are required to complete a **Request for Excused Absence Form** that must be approved by the homeroom teacher and the principal at least one day **before** the absence. If this form is not completed, then the absence will be considered unexcused. From the current Handbook, work made up for an unexcused absence will receive 10 [percentage] points lower than the grade earned.
- Teachers **MAY** provide students with work before the absence, but it is **NOT** required.
- Students have the same number of days to make up work that they missed. After that time, points can be deducted.
- Teachers will not be expected to re-teach all material that was missed. Parents may have to provide for tutoring.
- If the absence is at the end of a grading period, then an **INCOMPLETE** will be given until work is completed.
- Please keep in mind that our **current policy states that absences are unexcused if a parent does not notify the school office on the day of the absence.**

The **Request for Excused Absence Form** can be obtained in the school office or online at the school website.

#### **JUPITER CODES for Absences and Tardies**

- Absence for ANY part of the day up to 2 hours will be noted as either **T** (Excused Tardy) or **UT** (Unexcused Tardy), this includes students who leave for any part of the day for appointments.
- Absence for more than 2 hours but less than a full day will be noted as either **H** (Excused Half-Day Absence) or **HU** (Half-Day Unexcused Absence)
- Absence for the entire day will be noted as either **A** (Excused Absence) or **AU** (Unexcused Absence)

#### **ACADEMIC PROBATION**

A student whose academic performance indicates serious deficiencies may be placed on academic probation. Students on academic probation will be placed on an improvement plan. At the end of the improvement plan period, the student's academic progress will be assessed. Students who still have failing grades will not be allowed to participate in any sport, academic competition or extracurricular activity until the grade has improved to a passing grade.

## **ADMISSION**

### ***Nondiscriminatory Policy***

St. Bartholomew Catholic School admits students of any race, color, and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students of the school. It does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, admissions policies, or athletic and other school-administered programs.

Faithful and consistent financial and spiritual support of families enrolled in or intending to enroll in St. Bartholomew Catholic School (SBCS) will be expected in order to be considered a participating parishioner for tuition purposes. Students must be at least age five for kindergarten and age six for first grade by the state established cut-off date for the school year in which they are registering. Exceptions may be made only as space permits. Students will be accepted and placed in the appropriate grade using the following categories in this order:

1. All returning St. Bartholomew Catholic School students
2. Siblings of students currently enrolled in St. Bartholomew Catholic School and children of St. Bartholomew School/Parish employees
3. Parishioners of St. Bartholomew Church and our connected parishes of Holy Trinity and St. Agnes
4. Non-parishioner Catholic children
5. Non-Catholic, non-parishioner children

**Tie Breaker:** Each year, a lottery will be conducted in each category at each grade level if more students register than capacity allows. In the event of multiple children from one family enrolling in the same grade level, these multiples will be listed as one lottery draw and be given the appropriate number of spaces. If drawn as the last available space, in this situation only, provisions will be made to accommodate those students. When all spaces are filled, the lottery continues to establish the waiting list.

**Transfer Students:** After the school year commences, when space permits, students not currently enrolled in St. Bartholomew Catholic School who wish to transfer from another school may be accepted when certain conditions are met. However, we will support the academic and disciplinary decisions of other schools. Therefore, a student expelled from another school may not be considered for enrollment until one year after the expulsion date.

Students in good standing from another school will be considered for transfer admission after the following have been accomplished:

1. A conference with the principal, parents, and student (grade 4-8) has been held
2. Contact with the previous school has been made to determine academic placement and good standing

### **AFTER-SCHOOL CHILD CARE**

St. Bartholomew Catholic School does not provide after-school child care. Private arrangements with staff members may be made with payment for services through FACTS. Students who are not being cared for by staff members must be picked up by 3:15pm. The office can provide names of known after-care providers upon request.

### **ARRIVAL**

Students may be dropped off only after 7:15am. **Students should not be dropped off before 7:15am, as there is no supervision available before this time.** Kindergarteners and 1<sup>st</sup> Graders will go to the gym to wait until 7:30am at which time a supervisor will escort Kindergarteners to class. Grades 2<sup>nd</sup> – 8<sup>th</sup> will go to the cafeteria and wait there until 7:30am after which time they should go immediately to their assigned classroom. No child is permitted in the classroom before this time unless a teacher is with him/her. All students must be in their classrooms NO LATER than 7:45am when morning announcements begin. (An exception is a bus delay.) Students arriving after 7:45am are considered tardy and must report to the office to receive a pass before going to class.

- If you are dropping students off in the parking lot in the morning, we ask that you please follow the traffic flow entering at the church parking lot entrance from Home Avenue and following along the sidewalk between church and school. (Making a right-hand turn into the parking lot from Home Avenue is preferred so that we do not back up traffic onto US 31.)
- Parents are asked to pay close attention during the carline process. Please do not use cell phones at this time. Please follow the directions by the staff on duty.

- If you are the first car in the line of traffic dropping students off, please pull up to the sidewalk leading to the kindergarten building to unload so that as many cars as possible can unload at one time.
- When the line of cars dropping off stops, have students quickly exit cars onto the sidewalk along the school building. For your child's safety, please have your student(s) exit the car on the **passenger** side only.
- After student(s) have safely exited your car onto the sidewalk, please follow the line of traffic past the Kindergarten building and exit the parking lot.
- You may exit the school parking lot by using the drive behind the kindergarten building (27<sup>th</sup> Street) or by going out the drive past the church at the north end of the lot (Home Avenue). Make right turns only at the end of both parking lot exit drives.
- DO NOT go around cars in the drop off line or drive between the cones to cross the parking lot for exit. DO NOT return into the middle of the parking lot after drop off because this is very dangerous.
- Do not drop students off in the middle of the parking lot. We ask parents to drop students off within the car line at the curb so that we do not create an unsafe situation with parents and children crossing the car line to get to the school.
- If you need to come into the school, parking is allowed behind the Kindergarten building only.

**Any exceptions to these Arrival Procedures need to have prior arrangements with permission of the principal. Please follow these Arrival Procedures to insure the safety of all our students, parents and staff.**

### **ATHLETICS**

The school sponsors basketball teams for boys and girls in grades 4-8. Volleyball teams and cheerleading squads are available for girls in grades 5-8. A Co-ed Golf team is also available. Seventh and eighth grade students are invited to participate in sports programs at Northside Middle School if St. Bartholomew does not offer that particular sport. Northside will notify us when sign-ups are held.

**See Athletic Website and Handbook for academic/behavior eligibility and other information.**

### **BICYCLES/WHEELED VEHICLES**

Racks for storage and locking are provided for our cyclists. Bicycles must be locked to the racks during the day. The school is not responsible for stolen or damaged bikes. Bicycles are not to be ridden on the playground during school hours. Skateboards or other wheeled vehicles are not permitted on the school grounds anytime during the usual school hours.

### **BOOK RENTAL**

Textbooks for our students are loaned on a rental basis. Teachers keep a record of each book and the number assigned to each student. Regulations regarding book rental are:

- It is required that the rental books be kept covered
- The books must be kept clean and not defaced or torn
- If a student loses or severely damages a book, he/she must pay for it

**Report cards may be withheld until books have been returned or payment has been made for damages.**

### **BUS**

The students at St. Bartholomew Catholic School are given the opportunity to ride the public school buses. Rules given by the bus drivers are to be obeyed and the students are requested to set a good example and show appreciation for the opportunity to utilize this service. Inappropriate behavior may result in the loss of the privilege of riding the bus.

Schedules are made available on the BCSC Transportation website. For further information, please contact the BCSC Transportation Department at 812-376-4246.

### **BULLYING PREVENTION PROGRAM**

St. Bartholomew School, according to our mission, will foster an environment that will keep students emotionally and physically safe by implementing the OLWEUS Bullying Prevention Program (OBPP). The bullying prevention rules are as follows:

1. We will not bully others.
2. We will try to help students who are bullied.
3. We will try to include students who are left out.

4. We will tell an adult at school AND an adult at home if we know that somebody is being bullied.

The complete St. Bartholomew Bullying Prevention Policy may be viewed on the school website.

### **CALENDAR**

St. Bartholomew Catholic School tries to follow the BCSC calendar. Important calendar dates for the school are posted on the school's website.

### **CELL PHONES, APPLE WATCHES or similar personal tech items**

We realize that cell phones keep families in touch with one another and are important to have after school hours.

**Students are NOT allowed to use cell phones or other personal tech items during the school day (unless specific permission is given by administration.)** Cell phones and other personal tech items must be either silenced or powered off and stored in the student's backpack. If teachers see students with cell phones or personal tech items out during the school day, the phone will be confiscated, sent to the office and may be returned to parents only. If this policy is abused by any student, that student will forfeit the privilege of having a cell phone or personal tech items on school property.

### **CHANGE OF ADDRESS/PHONE**

If at any time during the school year a family moves to a different address or the phone number is changed, this must be reported to the school office. This is for your child's safety. In case of illness or accident we need to be able to reach parents immediately. This data is stored in JupiterED. Please check this information regularly.

### **CHILD CUSTODY**

This school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to the academic records and other school-related information regarding the child upon request. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order. If the school is to honor custody agreements, a copy of the court order **must** be on file in the school office.

### **COMMUNICATIONS**

**Classroom Work K-5** – Completed classroom work is sent home in grades K-5 at least one time per week for parental perusal and signature and check grades regularly on JupiterED.

**Classroom Work 6-8** – Homework is sent home periodically for parent review. Please ask your child(ren) to provide homework for your review and check grades regularly on JupiterED.

**Newsletters/Calendars** – A school newsletter is sent to parents via email weekly and posted on the school website.

Calendars and important dates are posted on the school website. Breakfast and hot lunch menus are posted online on the first day of the month.

**Parent/Teacher Communications** – Parents are invited to make appointments through email or written message to teachers in order to discuss their child's progress or behavior in school. **The time immediately before or after school is not a convenient time for conversing with the teacher** due to class preparations and duties. If you would like to talk with a teacher, please send a note or an email message explaining your concerns so that the teacher may gather the information necessary to address the concerns. Teachers will contact you as soon as possible and are expected to make contact within 48 hours.

**Back-to-School Information Night** – An informational open house is scheduled at the beginning of the school year.

This is not a parent/teacher conference time. Please refer to the Parent Student Teacher Conferences section later in this handbook.

**Parent/Principal Communication** – The principal values parent input and is willing to listen to parents' ideas and concerns. If a problem arises that remains unsolved after talking with the teacher, please call the school office to make an appointment with the principal.

## **DISCIPLINE**

St. Bartholomew Catholic School is a school where we expect Christian behavior. The following aspects of Christian behavior are of the utmost importance:

1. Respecting the rights, dignity, and property of others
2. Being courteous and kind to others
3. Maintaining responsible speech and actions
4. Modeling one's life after Christ

Discipline requires more than having students follow rules. It involves the attitude of the student toward classmates and adults in the building. Discipline is a shared responsibility of the parent and the school. Parents and teachers must work together to promote Christian attitudes and behavior in students at all times.

Some examples of behavior that **will not** be tolerated are:

1. Behaviors which interrupt the learning process
2. Disruptive behavior on school property and/or during school activities
3. Fighting or any activity that could be injurious to the student or to others
4. Inappropriate language or gestures
5. Possession of weapons or threatening use of any article that could cause bodily harm
6. Possession or use of tobacco, alcohol, or drugs
7. Damaging school property
8. Refusal to follow rules/directions
9. Bullying - (See Bullying Prevention Program)

Possible consequences for unacceptable behavior are:

1. Phone call to parent
2. Detentions during lunch, recess, or before or after school
3. Teacher/principal/student conference
4. Removal from school activities such as field trips, extracurricular programs, athletics, etc.
5. In-school suspension
6. Out of school suspension
7. Expulsion

Classroom rules and consequences vary by level according to age and maturity of students and are discussed and posted in classrooms. Copies of classroom rules and expectations will be sent home to parents after the start of school.

**EXPULSION** – Expulsion may occur if it is determined that the school can no longer assist the student because of a rebellious nature toward the philosophy and rules of the school. Prior to a decision regarding an expulsion, the principal will consult with teacher(s). The administrative team (pastor, principal and assistant principal) will then make a joint decision.

## **ALCOHOL, DRUGS, SMOKING AND WEAPONS**

Students shall not possess or utilize alcohol, drugs, tobacco products (including snuff, vaping products or e-cigarettes) or weapons on school grounds. Students who possess alcohol, drugs, tobacco and/or weapons at school or at any school function face suspension and/or expulsion.

## **THREAT OF VIOLENCE**

Any threat of violence will be taken seriously and investigated by our threat assessment team. They will implement our threat assessment plan by following established procedures for dealing with student threats including contacting law enforcement if deemed necessary.

## **DISMISSAL PROCEDURES**

A written request or phone call for early dismissal from classes must be given to the office. Students leaving any time during the school day must be signed out through the school office and check in at the school office upon returning.

Afternoon dismissal begins at 3:00 p.m. Students leaving school by car are permitted to exit to the parking lot only. Students will not be dismissed to cars parked on Home Avenue. Students are dismissed after announcements in the following order:

1. East bus riders
2. Walkers, bike riders and Northside Sports Participants
3. Car riders
4. North bus riders
5. Others such as Homework Help, Children's Choir, and children of staff

Students should be picked up promptly at dismissal. If your student is still here at 3:15, you will be required to come to the school office to pick them up. Parents with students that are picked up late consistently will be contacted by the principal to help resolve the issue. The school cannot be responsible for those remaining after dismissal time unless they are involved in an approved scheduled activity or prior arrangements have been made through the office. Teachers who request students to stay after school are required to be with the students.

### **CAR PICK-UP**

ALL Students should be picked up through the car-line (if not on a bus or walking/biking home). To be fair, consistent, efficient and courteous to all, we ask that you:

1. NOT come into the parking lot until the cones have been moved by our school staff at approximately 2:45 pm
2. NOT come into the school building to wait in the foyer
3. NOT wait outside the main school doors to take your children when they exit the building
4. NOT get out of your car and call your child(ren) to your car
5. NOT park by the kindergarten building or by the church or other unauthorized areas for pick-up.
  - The school office will provide a large sign with your family name on it. These are to be held outside the driver's window so it can be seen by those calling students to the cars. Keep holding your sign outside your window until ALL children you are taking home have come to your car.
  - Cars line up facing south toward the kindergarten building in 8 rows of cars. We load cars back to about the north end of the school building in each line, depending how far back we can read the family signs. Students wait on the curb to be called to their cars.
  - Parents are asked to pay close attention during the carline process. Please do not use cell phones at this time. Please follow the direction by the staff on duty.
  - Children will come to your car when we call them or when directed by staff. DO NOT motion them to come to your car unless we have already called them to do so.
  - Once your children are in your car, they are to stay in your car. Do not send them back to the curb to look for someone. If you find that your child has forgotten something inside the building, please pull through the line and park behind the kindergarten building to allow your child to come back into the school.
  - Pull straight ahead in the car line in order to exit the parking lot. We ask that you do not pull out of line without pulling all the way through the line for the safety of the students and staff.
  - If the line proceeds and you do not have all of the children that you are driving home, staff will direct you safely into reserved parking spaces that face the Kindergarten building. After you do have all children, please allow for staff to direct your exit from those spaces.
  - You may exit the school parking lot by using the drive behind the kindergarten building (27<sup>th</sup> Street) or by going out the drive past the church at the north end of the lot (Home Avenue). Make right turns only at the end of both parking lot exit drives.
  - If time spent in line is an issue, we suggest you come to pick up at 3:10 p.m.
  - When it is raining, students wait in classrooms and only come outside when they are directed to do so. Rain tends to slow our dismissal down, so be patient. Do NOT come into school to get your children during a rainy day dismissal because this delays the entire dismissal process.

Please note: Winners from the previous year's auction have reserved spaces directly in front of the Kindergarten building.

**Any exceptions to these Dismissal Procedures need to have prior arrangements with permission of the principal.**



**Please follow these Dismissal Procedures to insure the safety of all our students, parents and staff.**

### **DRESS CODE**

Please see the current **Dress Code** attached to this Handbook as **Appendix A** and on the school website.

### **EMERGENCY FORMS**

If parents are going on a vacation or even out of town for a short time without your children, we encourage you to fill out a form prepared by the Columbus Regional Hospital. This form would authorize consent to medical treatment for your child at the hospital should such need arise. This authorization may be assigned to your baby sitter, athletic coach or the school office. This is not a blanket consent for the year. It can be for a specified time only.

### **FIELD TRIPS**

Field trips are considered part of the St. Bartholomew curriculum, so attendance to field trips is required. If the cost of any field trip is prohibitive (including middle school study trips to CYO Camp, Chicago and DC), school administrators will work with families to arrange for subsidies or scholarships. Students can be denied participation if they fail to meet academic or behavioral requirements listed in this handbook. If for some reason your child cannot attend a field trip or is denied participation, then he/she is expected to be at school the day(s) of the field trip. If a child is not in school on a field trip day, it is counted as an absence. Buses are used for transportation when at all possible. Parents are occasionally used as drivers for field trips. When parents are used as drivers for field trips, Indiana laws requiring booster seats and seat belts will be followed. The Archdiocese requires that the office keep a copy of each driver's license and proof of insurance.

Parents are used as chaperones for most field trips. (Chaperones must have had Safe and Sacred training and a background check on file. Please see section in this Handbook on VOLUNTEERS.) This provides a good opportunity for a parent to interact with his/her child and the child's classmates. Since parents are expected to serve totally in a supervisory capacity for the class, it would be difficult to be occupied with their own small children. We therefore must require that you do not bring preschoolers or younger children on field trips.

### **FIRE, TORNADO AND LOCKDOWN/ACTIVE INTRUDER DRILLS**

In accordance with the state laws, fire drills are held monthly. Tornado drills are held each semester. Exits to be used by the respective classes are known and state and local prescriptions are followed. Lockdown and Active Intruder drills will also be held to practice these situations.

### **FUNDRAISING (non-school)**

Students engaged in fundraising efforts for non-school activities (i.e. sports teams, scouts, etc.) should clear this activity through the office before beginning.

### **GRADUATION ACTIVITIES**

1. Graduation will take place in St. Bartholomew Catholic Church.
2. Graduation is celebrated with a Liturgy--a reception follows the Mass--the 7<sup>th</sup> grade parents organize this reception and 7<sup>th</sup> grade students and their parents work at the reception.
3. Requirements for graduation attire will be sent home to 8<sup>th</sup> grade parents and students prior to the event.

### **HEALTH SERVICES**

Please see the **Life-Threatening Allergy Guidelines** attached to this Handbook as **Appendix B** for important information regarding students with life-threatening allergies.

### **Medication Policy:**

1. ALL medication shall be kept in the nurse's office.
2. The school nurse, secretary, clinic volunteer, or principal will administer all medications. Students are not permitted to medicate themselves at any time.
3. The school nurse /office staff makes every effort to dispense medication in a timely manner, but occasionally circumstances beyond our control may delay dispensing scheduled medication.
4. All prescription medication to be administered during school hours must be in **original pharmacy issued container with label**. Please request an extra bottle from the pharmacist so just the amount of medicine

- needed at school can be kept in the nurse's office. A note is needed from the parent stating the student's name, the name of the medication, the dose, when it is to be administered, and for how long.
5. All prescription medications that are to be administered on a regular basis or on an "as needed basis" must have a completed **Prescribed Medication Permission Form** on file. This includes inhalers and EpiPens. Forms are available in the nurse's office, the school website, click on Nurse's Office, or at your doctor's office. Any dosage changes must have a doctor's written statement (may be faxed to the school) or new prescription container. All prescriptions must be current within the year.
  6. Non-prescription medications (over-the-counter medications) to be given must also be in the original container (please no baggies or envelopes) with written authorization for a parent/guardian detailing when the medication is to be given, how much, and for what reason.
  7. Tylenol, Advil, Benadryl for bee stings, topical preparation for cuts and itching, cough drops will be administered to your child, if necessary, with written parental permission via the **Permission for Non-Prescription Medication** form that is filled out and signed with the school registration materials in the spring. Additional forms are available in the office. It is the parent responsibility to provide any medications authorized.
  8. Students will not be allowed to take medications home. This includes all prescription and over-the-counter medications. Medication can only be released to a parent or an adult over the age of 18.

#### **Students should be kept home from school for...**

- A temperature of 100 or higher- the student should remain fever-free (without the benefits of Tylenol/Advil) for 24 hour before returning to school.
- Diarrhea and Vomiting. Your child must not have had any episodes of vomiting or diarrhea for 24 hours before returning to school.
- Most inflammatory eye conditions until a doctor has verified it is not contagious. In the case of pink eye, the student may return to school after 24 hours of treatment.
- Rashes until a doctor has verified it is not contagious or infectious.
- A runny nose with uncontrollable green or yellow discharge, or a persistent cough.
- Strep throat until student has been on medication for 24 hours before returning to school.
- Discharge from ears.
- Body lice, head lice. The school has a "no nit" policy.

If your child is sent home ill during the day, he/she will not be able to participate in any after school activities that day.

In the event of a serious accident during school hours, we will attempt to notify parents/guardians before medical care is given. The student will be transported, if necessary to Columbus Regional Hospital by ambulance. If the accident occurred during a field trip, the nearest medical facility will be utilized.

The Bartholomew County Health Department or other qualified providers will provide audio metric exams, vision screening, scoliosis screening, fluoride treatments, dental screening, and blood pressure screening annually for specific grades. In addition, The Health Department provides other health services as needed, e.g. home visits, immunizations, record keeping, pediculosis (lice) screening. The nurse will contact the parents if their child appears to be having a problem. Likewise, a parent may request information and assistance from the Health Department or nurse.

#### **HOME LANGUAGE SURVEY/RACE AND ETHNICITY INFORMATION**

According to IDOE procedures, parents are asked to complete a Home Language Survey for every new student in order for us to identify and support English Language Learners.

Beginning in 2010, race and ethnicity of students and school staff in Indiana public and accredited nonpublic schools will be collected in a new way. This information is provided by parents on a questionnaire enclosed in our yearly enrollment packet. This data will be used to:

- ensure that students receive educational services to which they are entitled
- analyze the needs of students within our school community
- obtain more funding for educational services as appropriate

This data will **NOT** be used to:

- discriminate against anyone

- determine immigration status
- penalize the students, parents or staff in any way

### **HOMEWORK**

We ask that parents keep in mind grade level homework expectations when signing students up for after school activities. Each classroom teacher sets out specific guidelines for homework and when it is due. Teachers will notify parents of these expectations. If your child seems to be spending an excessive amount of time on homework every evening, please notify the teacher. If the problem persists, please contact the principal for a meeting.

### **INTERRUPTIONS**

All school time should be devoted to instructional purposes. No one may interrupt classes nor may teachers or students be called from their classrooms except for urgent reasons and then only with permission from the principal. If you wish to give your child something he/she has forgotten or need to leave a message for your child, please contact the school office. It is very disruptive to the students, teachers, and office staff's time when a student does not know how to go home after school or tries to make such arrangements during the school day. Please make sure your child knows when he/she leaves home in the morning how he/she is to go home at the end of the day. Please insist also that your child not make arrangements during the school day to go home with a friend.

### **LIBRARY**

The school library is open every day and the children in grades K-5 have assigned times for visiting the library. A general library instructional curriculum is presented to the children. Books may be checked out for one week. Students will be charged for books they lose. Report cards may be withheld pending return of the book(s) or settlement for lost or damaged books.

### **LOST AND FOUND**

Articles that have been lost may be placed in the office for a short period of time. Because of a lack of space and the amount of articles that accumulate, we do not store these items over a long period of time. Periodically during the school year, lost and found items are donated to organizations.

### **LUNCH and BREAKFAST**

Breakfast and hot lunch, which both include milk, are available at school through Columbus North High School. Daily breakfast and lunch may be purchased at the amount determined by the public school cafeteria. White or chocolate milk is also available for those who bring their lunch. Please see Wellness Policy section. Parents are highly encouraged to apply for free or reduced lunches if their family circumstances make them eligible.

Fast-food is not to be brought into the school for students. Students may leave school grounds during lunch after being signed out from the office with a parent or accompanied by another adult (provided that the school office has received a written note from the parent granting permission). No one will be permitted to call for this permission.

### **LUNCH/BREAKFAST PROGRAM**

Our computerized lunch/breakfast program is a point of service accounting software/hardware package. We post the charges from this system into the FACTS system. We use the FACTS system to pay for lunches, field trips, and extra services. Please note that money should be deposited to your PREPAID accounts in FACTS for lunches, field trips, and extra services BEFORE charges are posted. You will be notified by FACTS when your account gets below a certain level and more funds need to be deposited. Do NOT ignore FACTS messages. The use of the FACTS program is NOT optional.

### **NON-DISCRIMINATION STATEMENT**

St. Bartholomew Catholic School admits students of any race, color, and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students of the school. It does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, admissions policies, or athletic and other school-administered programs.

### **NUISANCE ITEMS**

Items that distract or disturb others are not to be brought to school. Students are not allowed to bring electronics, toys,

games, toy key chains, cards, or headphones to school without teacher permission. Teachers may take items from students and require that a parent claim these items in person. The school cannot be responsible for lost or damaged items.

### **PARENT STUDENT TEACHER CONFERENCES**

Parent Student Teacher Conferences will be conducted in the fall for all families, and these are considered mandatory because students lead these conferences. Optional Parent Teacher Conferences will also be available in the winter. Conferences with teachers or administrators will be held at other times at the request of the parent, teacher or administrator.

### **PARKING**

Visitors, volunteers, parishioners and parents are welcome to visit our school. For the safety of our children, we ask that visitors park in the church parking area or behind the kindergarten building. Visitors must sign-in at the school office and wear a VISITOR badge.

### **PARTY INVITATIONS**

Party invitations may be distributed at school only if everyone in the class is to receive one, i.e. all boys or all girls. Invitations given to only a few should be mailed in order to be sensitive to all.

### **PESTICIDE USE**

St. Bartholomew School practices integrated pest management, a program which combines preventive techniques, non-chemical pest control methods and the appropriate use of pesticides with a preference for products that are the least harmful to human health and the environment. Applications of pesticides are made only when deemed necessary to control a pest problem and after trying other means to control the problem. The term "pesticide" includes insecticides, herbicides, rodenticides and fungicides. **Applications of pesticides are scheduled on the weekends.**

St. Bartholomew School is establishing a registry of persons who wish to be notified 48 hours prior to pesticide applications. To be included in this registry, please contact the school office. We will supply you with a form for this specific purpose which must be completed and returned to the school office so that you can be notified in advance of any applications.

### **PHOTOGRAPHS AND PERSONAL INFORMATION**

The school will ask parents to sign a consent release regarding the use of images and also concerning other records or information allowing parents to object to release if they wish. The school office will maintain a list of all parent objections to the use of unidentified images and/or directory information and make every attempt to ensure that such objections are honored by the school.

### **PHYSICAL EDUCATION**

All students are required to participate in physical education. Students in Grades 6-8 are required to change into athletic shorts and shirts for PE classes. If there is some reason why a student cannot participate fully in the program, then the teacher and office must be notified in writing. In order for a student to be dismissed from participating in PE for an extended period, a note from the family's doctor is required.

### **PRAYER/ALL-SCHOOL MASS (LITURGY)**

Forming a good habit of prayer is an important part of our religious curriculum. Each class prays together as the day begins, before and after lunch, and at the end of the day. In addition, the students and staff attend Mass each week on Thursday at 8:15am or on Holy Days or other special dates. If you want your child to sit with you at our All-School Mass, you MUST arrive to church by 8:10am. Classes, grades K-8, are scheduled on a weekly basis to help prepare and minister at these All-school Masses. ALL students and working staff attend weekly All-School Mass.

### **PTO**

The Parent/Teacher Organization is a tremendous support to the school. All parents and teachers are members of this group. Annual fundraisers include the festival held after school begins and the auction held during second semester. Proceeds from these fundraisers provide the school with funds for enrichment, enhancing school programs, and improving facilities. All parents are expected to volunteer for at least two activities per year.

## **RECESS**

Children in Grades K-5 will have daily outdoor recess. If a child needs to remain indoors due to a recent illness or accident, a dated, written note must be sent by the parent each day the child is to remain indoors. Please do not request that your child be permitted to remain indoors unnecessarily during any recess. It is against Indiana School Law for students to remain in the building unsupervised, so students may be required to sit in the office area during recess time if they are remaining indoors. In severely cold weather, 20 degrees and lower, recess is held indoors.

## **REPORT CARDS**

Report cards are sent by email to students' parents quarterly through Jupiter Ed. Parents should be checking the online grading system to note their child's progress. The grades a student receives in their subjects are based on test results, class participation and written work. If questions arise regarding a student's progress, please contact the teacher. The teacher will gladly give a detailed explanation of the report and will offer helpful suggestions. A parent's insight into a child's performance is also helpful to the teacher. Check the school calendar for when report cards are emailed. A final report card for the year is printed and sent home with students on the last day of the school year.

## **RETURNING to SCHOOL AFTER DISMISSAL**

Students are not permitted to return to the school building after 3:15pm unless accompanied by a teacher. The cleaning staff and others working in the building are NOT permitted to allow admittance to classrooms after 3:15pm. This policy is designed for the protection of your child and our staff in addition to helping your child to become more organized and personally responsible.

## **ROOM MOTHERS/FATHERS**

Room mothers/fathers assist the teacher as needed. This may include field trips, classroom parties and other activities. They are the point of contact between teachers and parents for school activities. (See section on VOLUNTEERS for important information.)

## **SCHOOL CLOSINGS**

In the event that school would be closed or delayed due to inclement weather or other emergencies, this news will be emailed and texted through the JupiterED communications system. The news is also reported on Indianapolis TV stations and given on the local QMIX radio station.

St. Bartholomew and Bartholomew Consolidated School Corporation (BCSC) are approved by the Indiana Department of Education (IDOE) for the eLearning Day Program. eLearning Days may be used on a day when school is cancelled, as a planned day, or as a make-up day when a day of school was missed. There are a variety of reasons a school/corporation would use an eLearning Day. These include, but are not limited to, snow or other inclement weather, professional development, parent conferences, widespread illness, and flooding.

During eLearning Days, students will complete assignments that are posted by their teacher(s). With the eLearning Day Program, our school faculty designed and implemented blended learning experiences for all students and met the IDOE criteria for eLearning Days. Please see the **eLearning Day Student and Parent Expectations** attached to this Handbook as **Appendix C** and posted on our website.

**St. Bartholomew follows the same policy as BCSC for closings and eLearning Days. When BCSC is closed for any reason, then we are also closed. When they use an eLearning Day, then we also use an eLearning Day. Currently, BCSC and St. Bartholomew plan to use the 1<sup>st</sup> week of Spring Break (5 days) for Snow Make-Up days. After the 5 days are used or if days are needed after Spring Break, then we will use eLearning Days.**

## **SCHOOL PICTURES**

School pictures for all students and staff are taken in early fall. Optional spring pictures and athletic photos are also available. Photos are available for purchase. Yearbooks are also available for purchase in the spring through a preorder system. Group photos for the yearbook are announced on a specific date, and students must be present to be included in these photos.

## **SCOUTS/BROWNIES**

Boys and girls are provided with the opportunity for scouting as long as enough sponsors are available. Scout leaders can supply the information needed. Please watch for information about scouting to be sent home with your child.

Students who are members of troops associated with St. Bartholomew School may wear scout uniforms on meeting days.

### **SECLUSION AND RESTRAINT PLAN**

St. Bartholomew Catholic School of the Archdiocese of Indianapolis believes a safe and healthy environment should be provided in which all children can learn, develop, and participate in instructional programs that promote high levels of academic achievement. As an Indiana accredited non-public school, state law requires that our school has a Seclusion and Restraint Plan. The purpose of the plan is to insure that all students and staff are safe in school, and that students who may have behavior crises are free from inappropriate use of seclusion and restraint.

Behavioral interventions for children must ensure all children are treated with dignity and respect.

Any use of either seclusion or restraint shall be supervised, short in duration and used only for purposes of de-escalating behavior that poses imminent danger of physical harm to self or others.

Parents can access a full copy of St. Bartholomew School's plan by request in the school office.

### **SMOKING**

Because we recognize the hazards caused by exposure to environmental tobacco smoke, as well as the life-threatening diseases linked to the use of all forms of tobacco, it shall be the policy of St. Bartholomew School to provide a tobacco-free environment for all students, employees and visitors. This policy covers the smoking or vaping of any product and the use of oral tobacco products or "spit" tobacco and the use of e-cigarettes, and it applies to both employees and non-employee visitors of the school.

### **SPEECH AND HEARING**

Services are available on site through Bartholomew Consolidated School Corporation. Parents and teachers may request screening to ascertain if the service is needed.

### **SPIRITUAL PROGRAM**

The following are the goals for our religious education program:

1. Provide organized catechist training
2. Develop a more organized approach to teaching prayer forms and providing prayer experiences in the classroom
3. Enhance communication and education and involvement among catechists, teachers, parents, priests, administrators, and students
4. Make sacred Scripture a more visible part of the class
5. Establish components in each grade for continuing service, faith formation and liturgy
6. Foster an ecumenical spirit at each grade level
7. Foster the total mission of the parish
8. Ensure that religion and faith development holds a primary place in our educational schema
9. Parents are strongly encouraged to take their children to weekend Mass or church services if they are not Catholic. Attendance information is collected through the student each Monday morning.

### **STUDENT RECORDS**

St. Bartholomew School offers parents the opportunity to review, copy, and seek to amend or disclose student information when a request is made to the school in writing. Parents are advised that students' records may be shared for legitimate purposes without parent consent, i.e. records to a new school or when moving to the high school. We also supply information (names, phone number, address, email) for the room parents' use and school directory unless the office is notified in advance in writing.

### **STUDENTS' RIGHTS**

St. Bartholomew Catholic School acts upon a due process model, which is one that protects the rights of individuals in the light of the Gospel and Church documents. The simplest definition of due process is "fairness". This handbook has been created to describe procedures as they are to be followed. Procedures have been deemed reasonable by those responsible for creating it. These procedures shall be an attempt to ensure that all persons can be treated fairly.

### **TARDIES**

School attendance is extremely important for the success of our students. It is important that students be present in the classroom when the school day begins. All students must be in their classrooms by the start of morning

announcements at 7:45am. **Students arriving after 7:45am are considered tardy, and parents must accompany their child to the school office to check them in before students are allowed to go to class.**

### **EXCESSIVE TARDINESS PROCEDURE**

- After 5<sup>th</sup> tardy, the student will serve a detention from 3:00pm to 3:45pm. Parents must pick up students promptly at 3:45pm from the office area. Parents will be charged for late pick up.
- After 10<sup>th</sup> tardy, the student will serve detention and parents must meet with the homeroom teacher and the principal to devise an improvement plan.
- If the plan is not followed, parents will be informed, in writing, of the intent to take administrative and/or legal action due to failure to ensure regular timely school attendance.
- The administrative team (principal, assistant, and pastor) will meet to discuss further action. Options include: loss of financial assistance if applicable, decision to retain student in current grade due to academic concerns related to chronic tardiness, possible legal action, request parent/guardian to withdraw student, expulsion from school.

### **TECHNOLOGY**

Please see the following policies for use of technology attached with this handbook and posted on the school website:  
**Chromebook Policy and Agreement – Appendix D**  
**iPad Policy and Agreement – Appendix E**

### **TESTING**

Standardized testing will be done in the spring according to state requirements. We ask that families do not plan appointments during the school day especially during the days that these tests take place. Please see the calendar on the website for specific testing dates. A schedule will be published in the school newsletter prior to testing dates.

### **TUITION AND PREPAY ACCOUNTS**

All school tuition payments are made through the online FACTS Tuition Management System. A Tuition Policy Agreement with the year's Participating Parishioner and Non-Parishioner Rates is signed and a non-refundable deposit is paid upon enrollment. According to FACTS, when an ACH payment or Credit Card payment returns for Insufficient Funds (NSF), a Returned Payment Fee of \$30 (subject to change) is assessed by FACTS.

Prepay Accounts are to be used in FACTS for Meals, Field Trips/Supplies, Band, Extra Services, and Athletics. Deposits are made to these accounts by parents, and the funds are spent as charges are posted to the Prepay Accounts for each student. Deposits should be made regularly to Prepay Accounts, and the accounts should never be in the negative because these funds are paid to outside vendors.

### **VISITORS**

All visitors, including parents, **MUST** report to the office, sign-in on the visitor log, and wear a VISITOR nametag before going to the classrooms or any area of the school when classes are in session. Please sign-out on the visitor log before exiting the school building. This is for the safety of our students, staff and visitors.

If you would like to visit a classroom during the school day, please make prior arrangements with the teacher and principal.

### **VOLUNTEERS**

For the safety of our students, all volunteers in our school are required to fulfill the Archdiocesan Safe and Sacred training, which includes a background check, prior to working with our students. **Safe and Sacred training is conducted through the following website: <http://safeandsacred-archindy.org>**

All volunteers, including parents and regular volunteers, **MUST** report to the office, sign-in on the volunteer log, and wear a VOLUNTEER nametag before going to the classrooms or any area of the school when classes are in session. Please sign-out on the volunteer log before exiting the school building. This is for the safety of our students, staff and volunteers.

### **WELLNESS POLICY**

Our Wellness Policy requires that when you bring treats into school for any occasion that they be healthy snacks. This might include things such as fruit, vegetables or fruit popsicles. Please do not bring in cupcakes. If you want to bring in

a birthday treat on your child's birthday, we encourage you to work with your child's teacher on items that would be appropriate. When providing snacks or treats for the class, please be mindful of students in your child's class with food allergies. A birthday treat might be a game for the classroom or a new pencil for everyone. Because of this policy, unhealthy lunches (fast-food) or soda should NOT be brought into school.

### **WITHDRAWAL**

A family withdrawing a student from the school should notify the principal and teacher formally in writing and in ample time. The parents must sign a release of information sheet with the student's new school before the school is permitted to release the student's records to another school. This form will be given at the new school and sent to our school office. We require that you let the schools handle the school records. Payment for all tuition owed and other school related expenses must be made before records will be sent to the new school. If a student is withdrawn from St. Bartholomew School after registration is complete, then the full tuition for the 1<sup>st</sup> Semester will be owed if the school is NOT notified in writing BEFORE June 15<sup>th</sup>, and the full tuition for the 2<sup>nd</sup> Semester will be owed if the school is NOT notified in writing BEFORE November 15<sup>th</sup>. If the family relocates to a city outside the Columbus area, then the principal may choose to accept tuition prorated to the withdrawal date.

### **PRINCIPAL'S RIGHT TO AMEND HANDBOOK**

Every effort has been made to assure that this handbook is complete. The principal does reserve the right to amend the handbook when necessary.