

Saint Bartholomew School



STUDENT/PARENT/GUARDIAN
HANDBOOK

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School Background

Saint Bartholomew School is located in Penn Hills. It was established in September, 1954, as a parish school to respond to the needs of the youthful and rapidly growing Penn Hills community. We have been offering the benefits of a Catholic education to a generation of young people in this area. Students are taught in a Christian community of sharing and caring in an atmosphere that provides joyful learning experiences. A strong environment of Catholic beliefs and practices prevails.

When the school first opened on September 5, 1954, it was fully staffed by the Sisters of the Divine Redeemer, religious women dedicated to the Christian formation of young people. The school opened for grades one through three, with an enrollment of four hundred fifty. In ensuing years, grades four through eight were added, with the first eighth grade class graduating in June 1960. By 1960 there were four classes of each grade and a student population of one thousand, four hundred ninety-four. In 1979 the first kindergarten class opened, and in 1988 a preschool was added. Currently we have preschool sessions for three and four year old children. Today the school is administered by a lay principal. St. Bartholomew School continues to be staffed by a group of dedicated lay teachers. All involved continue this work of Catholic/Christian education, assisting young people to develop spiritually, intellectually, morally, emotionally, and physically.

COAT OF ARMS

On the sinister side, the arm-bearer's left, stands a green hill with a background of gold. On the dexter, is a gold flame on a gold hill with green as the background significance.

The green tree of growth stands as a symbol of hopeful, youthful students on a green hill, which places the location of St. Bartholomew School in Penn Hills. The gold flame of Christianity and Catholic education is the light on the mountain. This is not to be hidden but to be witnessed by others. The two halves in the landscape form an "M" for devotion to Mary, the Mother of God. In the bottom portion of the shield, this "M" forms a heart to show love of God, family, and country.

AIM

The school aim is to teach as Jesus did. We instill Catholic doctrine, values, knowledge, skills, the building of community, and the importance of serving others.

VIRTUE

Our virtue is to grow in the knowledge and love of Jesus Christ through his teachings and example.

PATRON

The Guardian Angel is our school patron.

COLORS

Green and gold are our school colors.

TEAM

All school teams are known as the Bruins.

MOTTO

The St. Bartholomew School motto, as posted in our philosophy, is: *All for the Greater Honor and Glory of God.* We have since updated this motto to include the following: *Nurturing futures. Fostering faith.*

I. INTRODUCTION

VISION STATEMENT DEPARTMENT FOR CATHOLIC SCHOOLS

The Vision for the Department for Catholic Schools is to promote and to sustain Catholic schools of unparalleled quality, which integrate faith into every aspect of life and culture, producing graduates who continually strive for human and Christian perfection.

MISSION OF ST. BARTHOLOMEW SCHOOL

The mission of St. Bartholomew School is to achieve academic excellence by meeting the educational needs of all students. We prepare pupils to become contributing, responsible citizens of the twenty-first century. St. Bartholomew School invites, challenges, and encourages all students to accept and apply the gospel message of Jesus Christ in their lives.

The educational program at St. Bartholomew School aims to provide excellence in academic and Catholic education. We fully support the spiritual, educational, personal, social, emotional, and physical development of each child. Our teachers gear the classroom environment toward the stimulation of a child's desire for knowledge. The student is encouraged to carry this longing into adult life.

The best news about St. Bartholomew School is its record of academic excellence. Statistics provided by the National Catholic Education Association and the Diocese of Pittsburgh indicate that St. Bartholomew School students consistently score higher than the national average in all areas of standardized tests.

PHILOSOPHY AND GOALS OF ST. BARTHOLOMEW SCHOOL

School philosophy deals with the most fundamental questions of school function and policy in an effort to create a climate suitable for learning. The philosophy of a Catholic school must answer the philosophical questions of the what, how, and why of life through God's revelation and the teachings of the church. It is through education that the individual's philosophies of life are developed, and it is important that the school philosophy exist as a means of instilling a Catholic

understanding of what life is all about. While it is true that many forces act upon the individual student in forming a personal philosophy, it is the function of the philosophy behind the school program to supplement the family teachings and also to counteract any possible cultural detractors.

There are four basic tenets which embody the immediate objectives of education. Obviously, a sound education must be a main focus. All state requirements for education will be met.

The first tenet of educational philosophy is to teach in the sense of communicating as an essential and specific outlook. Sources for this teaching are the Hebrew and Christian scriptures and the official teachings of the church. The teacher has a special obligation, also, to represent Jesus Christ in a program in which Christian values are taught.

The second tenet involves the community, since faith requires that we love one another. The community should be an expression of the truths we accept. In considering the school as a community, love, justice, respect, and a sharing of burdens in an effort to further God's kingdom on earth will all be basic goals.

The third tenet of educational philosophy involves service and concern for others. If we accept and believe in the love of God, our lives will include service to God, the church, and our fellow persons, because it is by our service that our school will be known.

The fourth tenet of educational philosophy involves worship. The students will plan and participate in various liturgies and prayer services throughout the school year. Through these liturgies the students will become more aware of the basic truths of our faith as expressed in scripture, tradition, and the teachings of the church.

The four basic tenets of school philosophy lead to specific goals. These goals guide the relationship between students and teacher and are present inside and outside of the traditional classroom environment.

These Goals Are:

1. Encourage each individual's sense of worth and self-respect.
2. Encourage recognition of the importance of religious values, the difference between right and wrong, and the fostering of a value system which will enable the student to deal effectively with society.
3. Encourage a wider world view than may be apparent to the student and to nurture the sense of the interdependence of human beings.
4. Encourage the child to build healthy relationships and to communicate.
5. Encourage academic skills.
6. Encourage the cultural aspects of education such as art, music, and language.
7. Encourage the physical well-being of the child.
8. Attempt to encourage and foster the spirit of honest inquiry and meaningful thought.
9. Encourage characteristics learned from following Christ and to see Christ in those around us.
10. Encourage the student in furthering his/her commitment to God and others.

Many of the specific goals also apply to the faculty of the school, and, in general, these goals serve as the starting point of the school philosophy. Our philosophy is to help the child in every way possible so that the students may see themselves as a part of a culture and as an integral part of humanity. Generally speaking, the goals may be accomplished through the following methods.

1. Accept the child where and how she or he is, and work with the individual to help her or him achieve their potential. The student must know she or he is accepted and that their good qualities will be made known to others as well as to her or himself.
2. Establish an environment of trust.
3. Establish an atmosphere conducive to communication and learning.
4. Guide the student in logical thinking and in the responsibility to life problems as well as in subject matter.
5. Provide opportunities for self-expression for the student and for her or his understanding of the individual differences of others.
6. Deal with each classroom situation honestly, according to Christian values, one's abilities, and with only one concern, the student.

The philosophy of the school governs its most minute functions and the educational viewpoint will be apparent in every area if we teach as Jesus did.

MIDDLE STATES ACCREDITATION

The Middle States Association of Colleges and Schools accredits St. Bartholomew School. Middle States accreditation is an expression of confidence in St. Bartholomew School's mission, goals, objectives, performance, and resources, and validates publicly the excellence in education.

The Middle States Evaluation is an ongoing process requiring the submission of updated plans every three years. After ten years the school is re-evaluated for continued accreditation. We were re-accredited in May 2011.

Non-Discrimination

St. Bartholomew School admits students of any race, color, national and ethnic origin to all rights, privileges, programs, and activities that are generally accorded or made available to students at St. Bartholomew School.

There shall be no discrimination on the basis of race, color, or national/ethnic origin in the administration of educational or admission policies, scholarship programs, or athletic and other school-administered programs.

All students are expected to treat each member of our community with Christian dignity and to respect each person's racial, cultural, ethnic, and religious heritage. Any student who degrades, harasses, or insults another with racial, ethnic, sexual, or religious slurs, intimidation, gestures, language, or comments is not practicing the kindness of a true Christian and will face consequences.

Such consequences may include, yet not be limited to, detention or suspension.

PARENT/GUARDIAN COOPERATION

It is the privilege of St. Bartholomew School to be a partner with parents/guardians in the religious and moral formation of your child. To be effective, mutual cooperation, trust, and support are essential for this enormous responsibility. By sending your child to St. Bartholomew School, you have agreed to and will support its institutional policies. For these reasons, we ask the family to become familiar with the philosophy, policies, and procedures developed and enforced by St. Bartholomew School. Parents/guardians are required to state that you have read the Student/Parent Handbook, that you accept St. Bartholomew School's philosophy, policies, and procedures, and that you and your child will comply with them.

II. CURRICULUM

Curriculum Guidelines

In the Catholic schools, quality academic education is dependent on an organized plan of basic content with special attention given to the integration of gospel values.

Curriculum guidelines for all subject areas are utilized by the Catholic elementary schools and provided through the Department for Catholic Schools. The guidelines endeavor to give continuity to the teaching/learning process, and are geared to meet the individual needs of students and to guide the teaching/learning process.

Flexible pacing is an important component of the continuous growth concept. This provision places students at an appropriate instructional level and then allows them to move forward in the curriculum as they achieve mastery of content and skills. Students are not to be locked into an instructional group. Teachers will assess the abilities of students and allow for flexibility in instructional groups.

Teachers, recognizing different learning styles, vary their presentation and assignments so as to provide for the individual needs of each child. Critical thinking skills, problem solving, and research techniques are a part of instruction. Enrichment activities are provided for all students to broaden lessons presented.

THE CONTINUOUS GROWTH APPROACH TO INSTRUCTION

The Catholic schools located within the Diocese of Pittsburgh are committed to a program of education that seeks knowledge and practice of the Catholic faith, academic excellence, moral courage, and the learning of the faith in the light of social teachings of the Church.

The Catholic school offers a strong traditional curriculum. In the *Continuous Growth Program* of the Diocese of Pittsburgh, students advance through a defined curriculum according to their

individual needs and abilities. In addition to meeting all the requirements of the Pennsylvania Department of Education, the curriculum gives special attention to the integration of gospel values.

Research indicates that children will achieve according to the expectancies placed upon them by their teachers and parents/guardians. Catholic school teachers place high expectations on all children and they are continuously encouraged to achieve to the best of their ability.

This is particularly true in the skill areas of reading and math. The curricula for these subjects are so designed that students may advance through defined levels of competency according to their needs and abilities. Student achievement is evaluated at the students' grade level.

The goals of the *Continuous Growth Program* in language arts and math are:

1. To recognize and provide for differences in each student's growth patterns.
2. To provide an environment in reading and math classes that permits and encourages continuous progress.
3. To adapt the math and reading curriculum to each child so as to challenge maximum individual development.
4. To encourage students to exert effort so that they may experience success in their encounter with each learning situation.

CATECHETICS - RELIGIOUS EDUCATION

Catechetic is the center of the Catholic school. A conscious effort is made to create a Christ-centered atmosphere by stressing Christian values and morality in the classroom as well as throughout the school. A conscious effort is made to integrate catechetic into every aspect of the school curriculum.

Our belief in Jesus has drawn us to this school community. Our beliefs are expressed in and strengthened by daily communal prayer. Students develop skills and a love for the Church's daily worship. Prayer includes a prayer service each morning along with simple prayers before and after lunch and at the end of the day.

An introduction each morning briefly sketches the saint or feast of the day or some aspect of the liturgical season. Attention is also given to the seasons of the year, to the anniversaries of historical figures and peacemakers of our time, and to the civil holidays that have significance for our children.

Faith experiences are an integral part of catechetics. Opportunities for mass and other liturgies, Reconciliation, Stations of the Cross, the Rosary, and other Catholic prayers, classroom prayer, and service to others are to be included. All students are required to attend these religious services. Community is at the heart of Catholic education, not simply as a concept to be learned, but as a reality to be lived.

The principal, in conjunction with the pastor and the catechetical administrator, work with the

teachers in the religious development and sacramental preparation of the students. Parent/guardian preparation programs for Reconciliation, Eucharist, Confirmation, and the Catholic Vision of Love are held during the year. These are parish programs and involve all eligible children and parents/guardians of the parish.

CATECHETICS/RELIGIOUS FORMATION

The Catholic Church recognizes parents/guardians as the primary educators of their children. The role of the parish school is to supplement and complement the role of the parent/guardian. In the school, a formal catechetical program is taught daily. The Diocesan Catechetical Curriculum Guidelines, *Growing in God's Covenant*, contain a balance of doctrinal content, scriptural understanding, faith formation, prayer, and worship experiences.

Goals and objectives are constant and consistent to enhance the spiritual formation and moral development of all students. A genuine, personal relationship with God and the response to worship and service are ultimate goals of the religious instruction. Liturgical and personal prayer are outcomes of the guidance and religious instruction provided. Opportunities for communal, as well as personal prayer are a daily priority. Careful planning and programming ensure a broad and deep understanding of authentic Church doctrine. A variety of materials and resources are used to foster both spiritual growth and moral development.

Parents/guardians are encouraged to communicate in words and actions the Church's teaching concerning human sexuality. When adults respond to their sexuality in a love-giving manner, they enable their children to integrate the Church's teaching concerning human sexuality into their own lives. The *Catholic Vision of Love* is the Diocesan mandated chastity education and personal safety curriculum. Parents/guardians of students are invited to a yearly presentation during which the CVOL is discussed and questions are answered.

Catholic teachers, parents, and guardians can help young people to understand how their moral choices and their actions affect their own welfare as well as the welfare of others. Within this perspective, the challenge of HIV/AIDS education for children and young adults prepares them for a mature and responsible Christian life by developing attitudes of respect, trust, self-discipline, and self-esteem. The program AIDS: *A Catholic Educational Approach to HIV* is the program used for instruction in the elementary schools. This is in conjunction with the *Diocesan Catholic Vision of Love Program*.

St. Bartholomew Curriculum

Language Arts

The philosophy inherent in the language arts curriculum is one of continuous growth which recognizes and nurtures the God given potential and learning style of the individual. Language, as communication, enables one to become more perceptive through listening, observing, and feeling.

Language, as a skill, provides one with the important tools to speak fluently, to read and comprehend, to compose, to write legibly, and to spell correctly. An awareness of the history of language and the continuous development of vocabulary also are important phases of skill development. An appreciation of literature enriches the student through the experience of skillful authors who vicariously open new worlds to the pupil.

Mathematics

The mathematics curriculum presents numerous opportunities for the integration of faith, culture, and life by developing an awareness of the gospel values which should permeate real life problem solving situations.

It is our mission to enable all students to learn the skills, acquire the knowledge, and develop the attitudes in mathematics necessary for them to become morally and socially responsible citizens. The challenge is not only to meet and to exceed grade level expectations, but to excite students to explore topics on their own, to develop proof for answers, and to learn from one another.

Social Studies

In the Catholic school, social studies provides many opportunities for teachers to help students understand, appreciate, and learn how to live Christian social values.

The scope of the social studies curriculum includes elements of anthropology, economics, geography, history, political science, and sociology, with emphasis on global awareness and values. An integrated interdisciplinary approach helps students develop a sense of relationship among the various social studies disciplines. A clear understanding of current events helps students to integrate the past with the present and helps to prepare them for the future.

The social studies curriculum begins in kindergarten with an introduction to community helpers. It progresses in the primary grades to the study of family and friends, and later encompasses a more in-depth study of the community. Beginning in fourth grade, the curriculum focuses on the study of the United States land regions and Pennsylvania history. At the fifth grade level, both United States history through the Civil War and a study of the United States geographical regions are studied. Sixth grade students study world cultures and current events with an emphasis on the countries of the eastern hemisphere. Seventh grade studies world geography and eighth grade studies United States history beginning with the Reconstruction to the modern day. Map and geography skills are taught at all levels. Social studies prepare students for the future by instilling the importance of a value-oriented life perspective.

World Languages

The Church is universal and embraces all peoples regardless of race, nationality, and financial status. Therefore, the Catholic school encourages the study of world languages and other cultures. Students

learn the sounds and syntax of the language and work toward proficiency in listening, speaking, reading, and writing. A variety of materials and methods are used for instruction. Enhancement of communication, expanding career opportunities, and community building are some of the outcomes of the world language program. St. Bartholomew School offers Spanish as a world language in grades kindergarten through eight. Many students qualify for year two of this language upon entering high school.

Science

A respect for the sacredness of all life, the pursuit of peace and order in the world, an awareness of the responsibility to be co-creators of life-giving designs, and protectors of the environment, are primary goals of the teaching of science in the Catholic schools in the Diocese of Pittsburgh.

The science curriculum focuses on an inquiry-based process and fosters collaborative learning. Science education strengthens life skills such as creative problem solving, critical thinking, team cooperation, use of technology, and the value of life-long learning.

Algebra

This subject is an extension of the math course and is offered to students who have completed the requirements of the eighth grade math course and are eligible to begin ninth grade requirements.

Health Education

This course is oriented toward the development of proper attitudes and behavior in mental and physical health. Desirable health practices are encouraged so that the student accepts responsibility for his or her own physical well-being.

The curriculum presents information at each level of development that will help students make wise, moral decisions with respect for the God given gift of life. The health curriculum places holistic emphasis on wellness, fitness, behaviors, and skills for healthy, active living. Education and health for children are inextricably intertwined. Students then have the benefit of sustained learning for reducing health risk behaviors and enhancing health promoting behaviors.

Physical Education

Physical education is a vital component of the curriculum. We recognize the value of teaching students to establish healthy active lives and develop skills needed for present and future leisure.

The curriculum assists students in identifying their physical strengths and weaknesses and encourages students to build on these strengths to achieve personal goals. Students learn to follow rules and to respect the rights of others through games and physical activity. Learning to channel energies constructively helps students perform successfully in life.

Fine Arts

The Fine Arts program is vital to all students. Students have the opportunity to deepen their awareness of God's gift of creation and to respond in unique ways to the beauty and goodness of the world through music, art, and drama. Instruction in the arts contributes to the development of the whole person, promotes individual expression, allows experimentation with diverse materials and elements, enables exploration and appreciation of the works of other students, major artists, and musicians, develops an awareness and sensitivity toward the environment, and finally promotes a deeper understanding of heritage and culture.

The Fine Arts curriculum provides a holistic approach to education that incorporates many aspects of the core curriculum and can be integrated into the total educational experience.

Library/Media/Technology Center

The school library/media/technology center exists primarily to support and enrich the curriculum. It is a service and teaching agency as well as a place of purposeful learning where the use of all resources, print and non-print, correlates with the school curriculum to intensify and individualize a child's educational experiences. The library/media/technology center is an integrated part of the total curriculum and is an essential element in the development of lifelong learning skills for students.

The integrated approach permits students to develop library/media/technology skills as the need for these skills naturally emerge from the curriculum. The librarian and classroom teachers are partners in the instructional process. They plan and implement these activities so that the goals of both the content area and the library/media/technology program are achieved.

Our children live in the age of information. A primary objective of education is to learn how to identify, locate, organize, and present needed information in a clear, concise, and persuasive manner. As technologies change, students need to develop skills to manage complex information. The school library/media/technology program is the vehicle that provides opportunities for students to achieve these skills and to foster a life-long interest in knowledge.

Computer

Computer instruction is essential in today's educational process. This instruction includes computer awareness and computer literacy. When this instruction and awareness are mastered, the computer becomes a basic tool for teaching logical thinking and problem-solving, creative writing, communication, the handling of information, and many other aspects of the curriculum.

Since the Continuous Growth Philosophy guides instruction in schools of the diocese, students are led into phases of computer instruction according to their needs and abilities.

Teachers of computer literacy look beyond hardware and develop an awareness of values such as

relationships, collaboration, ethical conduct, responsibility, and creative expression. As in all other areas of the curriculum, the integration of the Gospel values is a part of the teaching/learning process in the computer lab and classroom.

Guidance

The guidance curriculum is integrated throughout all subject areas. Its goal is that all children will develop self-understanding and a feeling of self-worth. Teachers play an important role in helping the student come to an understanding of his/her personal strengths and weaknesses and in developing their self-confidence. The service of a guidance counselor is available on a limited basis. Psychological testing may also be requested. School personnel are aware of mental health agencies located in the neighborhood and local community.

Time Allotments – Primary

Local circumstances may require a variation of time for scheduling purposes as noted in the parenthesis, e.g. (40-80). In all instances the required time allotment for planned courses of 120 clock hours or fractional planned courses of 30 clock hours are in compliance with the revised Chapter Five Curriculum Requirements of the State Board of Education of the Commonwealth of Pennsylvania. Appropriate integration of courses into other planned courses is legitimate but must be documented.

PRIMARY DEPARTMENT

SUBJECT	FIRST YEAR (Min. per week)	SECOND YEAR (Min. per week)	THIRD YEAR (Min. per week)
CATECHETICS	150	150	150
LANGUAGE ARTS:	880	880	880
-Reading/Phonics	600	600	600
-English, Listening, -Speaking, Spelling -Creative writing; -Handwriting/Library	200	200	200
-World Language/Spanish	80	80	80
MATHEMATICS	300	300	300
SCIENCE/HEALTH	80	80	80
SOCIAL STUDIES	80	80	80
MUSIC	40	40	40
ART	40	40	40
PHYSICAL EDUCATION	40	40	40
COMPUTER	40	40	40
	1650	1650	1650

Time Allotments – Intermediate

INTERMEDIATE DEPARTMENT

	FOURTH YEAR	FIFTH YEAR	SIXTH YEAR
SUBJECT	(Min. per week)	(Min. per week)	(Min. per week)
CATECHETIC	150	150	150
LANGUAGE ARTS	880	650	600
Library	200	200	200
Reading	480	250	200
English	200	200	200
Spelling/ Handwriting	120	120	120
*Introduction to			
Second Language	80	80	80
MATHEMATICS	300	250	250
SCIENCE/HEALTH	80	175	200
SOCIAL STUDIES	80	175	200
MUSIC	40	80	80
ART	40	40	40
PHYS EDUCATION/HEALTH	40	40	40
COMPUTER	40	40	40
	1650	1650	1650

*Introduction to second language is highly recommended but optional. If not offered, this instructional time is to be added to the Language Arts time.

Additional art instruction is integrated with religion and reading. Additional computer time may be integrated anytime throughout the daily schedule.

Health is to be taught as a fractional planned course using the curriculum guidelines. Safety instruction shall be integrated into science, health, or physical education classes.

Time Allotments – Upper Elementary

UPPER ELEMENTARY DEPARTMENT

SEVENTH YEAR EIGHTH YEAR

SUBJECT	(Min. per week)	(Min. per week)
CATECHETICS	200	200
LANGUAGE ARTS	570	570
*Library	40	40
Reading/Literature	(170-210)	(170-210)
English/Speech	(160-200)	(160-200)
Spelling/Handwriting	(80-160)	(80-160)
**Second Language	(0-80)	(0-80)
MATHEMATICS	200	200
SCIENCE/HEALTH	200	200
SOCIAL STUDIES	200	200
FINE ARTS (Music, Art, Drama cultural experience)	80	80
PHYSICAL EDUCATION/HEALTH	80	80
COMPUTER	40	40
***O.V.T. Career Development (Project Business, Red Cross, Typing, Junior Achievement, Etc.)	80	80
	_____	_____
	1650	1650

*Library instruction time is to be taken from the general language arts time.

**Second language is optional. If not offered, this time reverts to the total language arts time. Whenever a second language is offered, students completing the course should fulfill the requirements for one planned course.

***O.V.T. is optional. This instructional time can be used for fine arts or second language when O.V.T. is not offered.

III. DAILY PRACTICES AND POLICIES

ABSENCES/TARDINESS

Regular attendance at school is a major factor in determining academic success. A student who is absent for more than thirty days during the academic year may be denied an academic promotion. A parent or guardian must also write an excuse for each absence. Students are then to hand in this excuse to their homeroom teacher upon their return to school. Pupils are to be in homeroom by 8:50 A.M. Children who arrive later than 8:50 A.M. will be marked as tardy/absent in the morning depending upon their actual arrival time. Three or more tardies will equate to a one-hour after school detention. Children who arrive at school from 11:00 A.M. and on, and remain until the end of the day, will be marked absent in the morning. Children in grades kindergarten through eight, who leave school before 11:00 A.M., on full day sessions, and do not return that afternoon, will be marked absent in the afternoon. **Children are not allowed to sign themselves in. A parent/guardian must come into the building and sign them in (for tardiness) or out (for early dismissal).**

ACADEMIC ELIGIBILITY

Any student with an E in any subject will be ineligible to participate in any extra- curricular activity (i.e., sports, dances, etc.) Grades and student eligibility status will be reviewed on a bi-weekly basis. Notification of eligibility will be given every other Friday to the families and coaches. In the event that we are not in school on Friday, notification will be on Thursday. Notification of eligibility reinstatement or the continuation of ineligibility will be given at the end of the two week period to the parent/guardian and coaches.

ADDRESSING ADULTS

Students are expected to accord all teachers, faculty, and staff proper courtesy and respect. Teachers and all other adult members of the school faculty and staff are to be addressed by their proper title at all times (Father, Sister, Mr., Mrs., and Ms., etc.)

ADMISSIONS/REGISTRATION POLICIES

St. Bartholomew School admits students of any race or national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to all students formally accepted into the school. We do not discriminate on the basis of race, or national or ethnic origin, in the administration of our educational policies, admission policies, athletic, or other school administered programs. Children who are not Catholic are expected to participate in religion classes and to attend all religious functions of the school/church.

Children wishing to enter our three-year old preschool sessions must be three-years old by September 1, and those wishing to begin our four-year old classes must be four-years old by September 1. Students entering kindergarten may be required to take a readiness test and must be five years of age by September 1. Official certificates of birth and baptism are required at the time of registration. Those registering for grades 1-8 must fulfill the age and or grade requirement for the desired grade level and present three letters of recommendation from the previous school. A mini-

battery may be administered to all new students to verify placement. Grade level and academic group determinations are made on the basis of school records. No students will be accepted who already have been given an I.E.P., Individualized Education Plan, and that I.E.P is still current and active.

Immunization records must be complete before any child may enter school. The requirements on pages 30 to 32 are attached:

ALCOHOL/DRUGS

Sale, use, transfer, possession, or aiding possession of alcohol or other illegal drugs or related paraphernalia on school property or at a school-sponsored student activity, is absolutely forbidden. St. Bartholomew School fully adheres to and supports the Pittsburgh Diocesan Substance Abuse Policy.

Assignment/Homework Notebooks

As per the school supply list, students in kindergarten through eighth grade must purchase a homework notebook via the school office by the first week of September. Students are expected to use *only* this homework notebook on a daily basis. Homework books are available in office.

ATTENDANCE

Vacation or family trips are not necessarily recognized as a valid excuse for absences. Please refrain from taking vacations during school time. All medical appointments such as dentist and/or orthodontist visits should be scheduled after school hours, on school holidays, or during the summer months.

Absences from school are defined as either **excused** or **unexcused** according to guidelines from the Pennsylvania School Code. Excused absences include illness, quarantine, impassable roads, recognized religious holidays, and urgent reasons, such as a death in the family, or a court appearance. The state guidelines also permit an **excused absence for educational trips** if a request is sent to the school **prior** to the dates of the trip. If no **prior** notice is received, the absence is classified as **unexcused**.

Parents/guardians should call the school office on the day that a child is absent from school by 9:00 A.M. Give the child's name, homeroom teacher, and reason for absence. Unless the absence will be for an extended period of time, please make arrangements with another child to have assignments brought home.

Upon returning to school from an absence, a student must submit a **written excuse** to his/her homeroom teacher as required by state law. If this excuse is not submitted within three days following the absence, the absence will be classified as **unexcused**.

A written excuse should be given to the teacher/principal for the following reasons:

- Following an absence.
- Excused from gym class.
- Permission for out of school appointments, the child is expected to return when possible.

- Attending funerals.
- Vacation.
- Change of plans in leaving school (bus, ride, or walk).
- Early dismissal.

According to the Pennsylvania School Code, Section 1332, "The absences of any pupil who remains out of school with or without his parent's/guardian's permission, and is not absent because of illness or for other urgent reasons, as defined in the School Code, shall be unexcused. Such absence will be recorded as 'unlawful-unexcused' for a pupil who is under the compulsory attendance age." Section 1333, "Any such child who has been absent three days, or their equivalent, during the term of compulsory attendance, without lawful excuse...shall be given written notice. If, after such notice is given..., attendance is again violated by the person, such person shall be liable... for referral to the magistrate."

Parents and guardians of students who acquire excessive absences may be required to provide documentation from a physician indicating that the absences are relating to an existing medical condition. Students are considered tardy if they are not in their homeroom by 8:50 A.M. Every three (3) unexcused accumulated tardiness equates to a student serving a one-hour after school detention.

Whenever a student is tardy, a parent or guardian **MUST** come in to the office and sign the student in. **NO STUDENT** is permitted to sign him/herself in. If a student is going to be late, their lunch order is needed to be called in before 9:10 A.M., or the student must be prepared to take the 2nd choice lunch.

BOOK BAGS

All types of book bags, duffel bags, athletic/gym bags, knapsacks, etc. must be stored in the student's assigned locker throughout the day. These items may not be brought into classrooms, library, hallways, or cafeteria once the school day has begun and until after school is dismissed. This excludes the need to take gym clothes to and from the gym.

BULLYING/HARASSMENT

Bullying or harassment, unwarranted and uninvited behavior imposed on one person by another, is not in keeping with the philosophy of St. Bartholomew School, nor expected of anyone who purports to be a Christian person. The school will not tolerate harassing behavior in any form. **All allegations of harassment or bullying are treated seriously and investigated thoroughly and swiftly and certain disciplinary action taken.**

CAFETERIA

Lunch: All students must bring or buy a lunch on full day sessions. Those bringing lunch may purchase milk or other beverages. A la carte items are also available for purchase.

Rules: The use of good manners is expected and, therefore, the following cafeteria rules are to be observed:

- Remain seated unless disposing of garbage.
- Refrain from abusing food; your own or that of others.
- Do not waste food.
- Always walk while in the cafeteria.
- Refrain from shouting or screaming; enjoy the company of those nearby.
- Be courteous and respectful to all those helping during the lunch period.
- Do not take food from the cafeteria.
- Keep your table, chair, and floor area clean.
- Raise your hand to ask for assistance.
- Family members and/or outside friends are not permitted to have lunch dates with students during the normal school day. On special occasions, outside guests are invited to come to school and enjoy a breakfast or a lunch with us. This might include, but is not limited to *Grandparents and Special Friends*.

The cafeteria is operated in accordance with U.S. Department of Agriculture policy, which prohibits discrimination on the basis of race, color, sex, age, handicap, religion, or national origin. After three unpaid lunches, the State of PA does not require the school to provide a lunch for your child. Please be sure that your child has a lunch ticket at all times.

CALENDAR

Usually at the end of each school year in June a tentative calendar is available for the upcoming school year, remember, it is subject to change. One of the things you will receive each month is current monthly calendar.

CHANGE OF ADDRESS

Any change of address, phone number, emergency phone number, or any other registration information should be reported immediately to the office. It is important that when moving, proper public school transportation personnel be notified several weeks in advance.

CHEWING GUM

Chewing gum anywhere on school or church grounds is NOT permitted.

CHURCH ATTENDANCE

As a student of St. Bartholomew School, all pupils will attend mass and/or prayer services as they occur. If your child is late on a day we have mass or para-liturgies scheduled, you will be asked to escort them to church after signing them in at the school office. This will help to insure their safety.

CLOTHING IDENTIFICATION

Parents/guardians are strongly urged to mark their children's personal belongings with their names. Since children do not readily claim lost items, proper identification helps us to find the owner and this saves parents/guardians the cost of replacement. The lost-and-found area is located in the school

office. Parents/guardians and children are encouraged to look for lost clothing items there. All lost items, such as glasses, clothing, watches, and purses, if found, are to be turned in to the office. Items that are not claimed by the end of each school year are donated to charity.

COMMUNICATION

A packet of school information will be sent home each month with the oldest child in every family. Parents/guardians are asked to initial this envelope and return it to school the next day. Any information or flyers, etc. that a parent/guardian or organization may want to distribute, must be approved by the principal. Parents/guardians may return any necessary forms in the monthly envelope.

The principal's letter is published throughout the school year and is sent home at the end of the month in the monthly envelope. The deadline for submitting articles and information to our newsletter is two weeks prior to publication. A monthly calendar and our monthly hot lunch menu are also included in the envelope. These two items should be saved for quick daily reference. PLEASE look at these items and RETURN the envelope each month. Important items are usually on colored paper. Due to financial restraints, we must use one-sided paper, so if there is something that is doubled sided, it will be marked so. Thank you for your understanding.

The *School News* section of the St. Bartholomew Parish Sunday bulletin also contains information for parents/guardians and includes special times for children's masses. Parents/guardians and friends are welcome to join in these liturgical celebrations.

Any questions concerning your child should be directed to the teacher. Please call the school office and the teacher will be notified to contact you. Positive communication between teacher and parent/guardian is vital to our total educational program. Parents/guardians are asked not to call teachers at their homes.

Parents/guardians are informed of the student's progress and other school information as follows:

- Interim report
- School newsletter
- Parent/Guardian/Teacher Guild meetings
- Quarterly report cards
- Conferences on request
- Conduct referrals
- Written communication
- Phone calls
- Parent/student/teacher conferences
- RVS Grade book

Custodial/Non-Custodial Parents and Guardians

Every student must have at least one custodial parent or guardian while he/she is enrolled at St. Bartholomew School. The student must reside in a home with the parent(s) or legal guardian(s). For students who have second parents or guardians who live at different locations, dual copies of all pertinent mailings will be provided to each, unless court ordered to the contrary, and if

St. Bartholomew School is notified by the non-custodial parent that duplicate copies are to be mailed.

Such requests should be sent to the office.

DANCES

Attendance at school-sponsored dances is a privilege, not a student right. The dances are most often sponsored by our Student Council. Teachers, as well as parents/guardians, act as chaperones for these events. Students attending these dances are required to remain at the dance site the entire time of the dance. The cost of these dances varies and is announced prior to the event. Only current St. Bartholomew School students may attend. All school policies are in effect and strictly enforced at such events.

DRESS DOWN AND DRESS UP DAYS

Each month such days may be designated on the school calendar. Sometimes there will be a theme, such as a color, team support, or a Disney dedication. Also, there may be a nominal cost to participate, as monies collected may be donated to such groups as the Chimbote Mission, Holy Childhood, or other worthy causes. All such days are strictly optional. If a student chooses, they may just wear their school uniform on these special occasions and not dress up or down. Dress down may be casual wear, jeans with no holes, jogging outfits, T-shirts without words or images, etc. Dress up does not mean jeans, tennis shoes, jogging outfits, or the like.

EARLY DISMISSALS

Parents/guardians should make every effort to schedule appointments at a time that school is not in session. However, if a child must have an early dismissal, he/she must have a written note for the principal's approval. For these dismissals, parents/guardians, or an authorized adult, must meet the child at the office and sign him/her out at the authorized time. Children who arrive later than 8:50 A.M. will be marked as tardy/absent in the morning depending upon their actual arrival time. (Please see TARDINESS) Children in grades full day kindergarten through eight, who leave school before 11:00 A.M., on full day sessions, and do not return that afternoon, will be marked absent for the afternoon. Children who arrive at school after 11:00 A.M. will be marked absent for the morning.

ELECTRONIC DEVICES

Radios, CD and tape players, IPODS and other similar items may not be used or be visible during the school day. Student possession of any communication device, e.g., cell phones, pagers/beepers, laser pointers, remote control devices, or any other such items, is prohibited on school and church grounds, school buses, or at any school-related activity.

EXCHANGE OF MONEY

Nowhere on school property are students permitted to exchange currency for the purposes of buying or selling merchandise from other students. Students are not permitted to solicit money from other students in the cafeteria or anywhere else on school or church premises.

EXCUSES

In addition to calling in the absentee, written parent/guardian excuses are required for absences, early dismissals, or tardiness. The administration reserves the right to judge the validity of excuses. Parental excuses must contain the following information:

- Printed full name and homeroom of student.
- Date(s) of absence(s) or early dismissal.
- Time to be dismissed (Early dismissal).
- Reason for the absence or early dismissal.
- Signature of the custodial parent/guardian.
- Phone number where a parent/guardian can be called.

EXTENDED CARE

St. Bartholomew School offers before school and after school programs for parents/guardians who need child care for their kindergarten through eighth grade students. Morning extended day is available from 7:00 A.M. to 8:35 A.M. for a fee and afternoon extended days are available from 3:35 P.M. to 6:00 P.M. for a fee. This service is available on a daily, weekly, or yearly school calendar basis. Parents/guardians should contact the school office for the fee schedule and contact person if they plan to use the service. A blank monthly calendar for requested extended care is inserted in each monthly school envelope. Parents/guardians are requested to complete this calendar and submit it to the office as soon as possible each day they need extended care for their child(ren). Monthly statements are issued to families using this service and prompt payment in full is expected. If this financial obligation is not kept current, our extended day care services will no longer be available to the family involved in this delinquency.

FIELD TRIPS

Every class is permitted field trips during the year. Each student must have a signed diocesan permission slip before he/she is permitted to participate. Transportation, in accordance with diocesan directives, is provided by bus, and a fee is charged to cover costs. No eighth grade or kindergarten student may participate in the end-of-year field trip unless tuition and all other financial obligations, including fund raising, are paid in full. All such fees must be paid in full by the end of April. No overnight field trips are permitted for any grade.

Guidelines for both students and chaperones are in effect for each field trip. A copy of the student guidelines should be sent home by the teacher so that the parent/guardian may help reinforce the guidelines presented. No monies will be refunded one week prior to a scheduled field trip.

FUND RAISING

The diocesan policy for funding elementary Catholic schools calls for each school to have fund raising activities to generate a minimum of 10% of their total operating budget. This enables us to keep tuition rates at about 60% of the total cost. The remaining approximate 30% of the school budget is provided through the St. Bartholomew Parish. School parents/guardians are expected to

participate in these fund raising activities through monetary donations and/or purchases. Fund raising is a mandatory part of your financial obligation, not an option. Please be advised that if you designate your child/ren to take home any fund raising order, the school can't be and will not be responsible for any lost or misplaced items.

HOMEWORK

A reasonable amount of homework, according to grade level, is of great educational value and so it is likely assigned every day. Assignments are not always written. Study and memory work are frequently assigned. Homework is assigned on a regular basis to enrich school experiences, provide practice and review, develop good study habits, teach responsibility and foster originality.

Parents/guardians may assist students with home assignments in the following ways:

- Provide a quiet spot away from the television, telephone, or other distracting elements.
- Check to see what was accomplished during the designated study time regarding completeness, neatness, and correctness.
- Be willing to listen to reading, spelling, and math facts and to explain procedures, but never do the assignment.
- Consult the teacher if the child uses the excuse *no homework* too often.
- Purchase a school approved homework notebook and all necessary school supplies.

If for some reason the child cannot complete an assignment, the parent/guardian should inform the teacher by a written note stating the reason why. Arrangements should be made as soon as possible to make up incomplete assignments.

The diocese recommends the following time schedule for home study:

Kindergarten	approximately 10 minutes
Grades 1-3	approximately 30 minutes
Grades 4-5	approximately 45 minutes
Grades 6-8	approximately 1 – 1-1/2 hours

At the discretion of the teacher, homework may or may not be assigned on weekends.

In case of a student's extended absence, requests for homework should be made by 9:00 A.M. If a student is absent for only one day, homework and/or missed assignments will be available at school upon their return. It is the responsibility of the student to make up course material missed during an absence.

LEGITIMACY OF STUDENT WORK

It is expected that students complete and submit assignments that are a reflection of their own understanding of the concepts taught or studied. Some students may require the assistance of adult or peer tutors, parents, guardians, or other resources. However, any assignment submitted must be a true reflection of the student's own work, vocabulary, and understanding. Teachers have the right and responsibility to question the legitimacy of homework, research papers, reports, etc. Homework that is copied from another student, completed by family members or friends, downloaded from the

Internet, or is otherwise clearly beyond the student's own academic ability, is subject to question by the teacher. A student who engages in such instances of illegitimate or plagiarized work is subject to disciplinary action and will be required to resubmit legitimate work.

LIBRARY

The school library is open from 8:35 A.M. to 3:10 P.M., Monday through Friday. In grades K-8, books are checked out for one week and a minimal fine per day is charged for overdue books. Lost or damaged books must be paid for in full.

LOST AND FOUND

If your child is missing an article, the lost and found is located in the school office. Please have them check there for missing items.

OBSCENE MATERIAL

Any material that is considered by the school to be pornographic or offensive, whether printed, or on the internet, pictured, drawn, or recorded, is unacceptable and strictly forbidden on school property or at school-related activities. St. Bartholomew School reserves the right to decide what constitutes a violation of this proscription. Consequences, as stated in this handbook, will be employed.

OFFICE CORRESPONDENCE

Please mark all of your correspondence to the school in a concise manner. All money, payments, and correspondence **should be enclosed in an envelope and clearly marked with your family name, child's name, grade, and homeroom**. Also, please indicate on the outside of the envelope what is contained inside.

POSTERS AND SIGNS

All posters, banners, or signs of any type must be approved by the principal. When the posted event is over, all signs, tape, etc. must be promptly and completely removed.

PROGRESS REPORTS

Progress reports are sent home in the middle of each quarter, but they may be sent home at any time during a grading period for students in grades one through eight. The purpose of these progress reports is to alert the parent/guardian that a student is experiencing difficulty in a particular subject and that a grade may change by more than one letter grade.

REPORT CARDS

Report cards are distributed four times a year at the end of every nine week quarter. In order to receive a report card, all financial obligations must be current and up-to-date. After receiving the report card for each quarter, please remember that a parent/guardian should sign the report card envelope and return the envelope as soon as possible to the homeroom teacher.

Report card conferences are scheduled three times a year. All parents/guardians must schedule conferences the first two report card periods, while the third time is optional. Barring a real emergency, parents/guardians are expected to report at a pre-arranged scheduled time. Conferences give the teacher and the parent/guardian the opportunity to evaluate together the progress of the student.

In addition to the regularly scheduled conferences, parents/guardians may also request to meet with teachers at other times. Conferences may be held either in person or by phone. These types of conferences should always be prearranged, and it should not be presumed that teachers are always available either before or after school without prior notification.

RETURN CHECK POLICY

There will be a \$35.00 fee for any check returned from the bank for insufficient funds plus the amount of the check. Only cash or money order will be accepted as replacement. We will **not** accept a personal check to replace a returned check.

If two (2) checks are returned during a school year, we will no longer accept a personal check for any payments (i.e. tuition, fundraisers, lunch tickets, etc.). Only cash, money order or cashier's check will be accepted. This policy will be strictly enforced.

POST DATED CHECKS

The school is **not** permitted to accept post-dated checks. Please do not ask us to do so.

RIGHTS OF NON-CUSTODIAL PARENTS

The Family Educational Rights and Privacy Act gives full rights to each parent/guardian, unless the school has been **provided with evidence** that there is a court order, state's statute, or legally binding document relating to such matters as divorce, separation, or custody that specifically revokes these rights. Such an order is to be on file in the school office and those persons responsible for the child/(ren) are to be informed of the circumstances. Every effort is made to keep the non-custodial parent/guardian apprised of the progress of the child/(ren) through reports, report cards, and parent/teacher conferences.

SALE OF MERCHANDISE

Students are not permitted to privately sell or purchase ANY merchandise on school property that is not part of an approved school activity or fund raiser.

SCHEDULES

At the beginning of each school year, each student will receive a copy of their daily and/or weekly schedule. All students may enter homeroom from 8:35 A.M. until 8:50 A.M. A student will be considered tardy if they arrive in homeroom after 8:50 A.M. A parent or guardian **must** sign in a tardy student.

Dismissal for preschool is at 11:00 A.M., dismissal for half-day kindergarten is at 11:30 A.M., and scheduled half-day session dismissals for grades kindergarten through eight is at 11:15 A.M. These early dismissals for pupils in grades kindergarten through grade eight should be noted on the monthly school calendar.

SCHOLARSHIP MONIES

Scholarship monies are available for eligible families. The Private School Aid Service (PSAS) application is used. These applications are assessed by an independent evaluator. This one application is used for Scholastic Opportunities Scholarships, SOS, Bishop's Education Fund, BEF, and the St. Bartholomew Angel Fund and usually must be filed by March 15. Application forms are available in the school's office.

SCHOOL SUPPLIES

The supplies needed by the students vary at each grade level and are determined by the needs of the subject. For the convenience of families, supply lists are available each June for the following school year. Students provide their own school supplies but are expected to comply with individual teacher requirements. Supplies may have to be replaced throughout the school year as they are used.

SEXUAL HARASSMENT

Sexual harassment is any form of unwarranted or uninvited sexual behavior imposed on a person by another. St. Bartholomew School will not tolerate harassing behavior in any form. **All allegations are treated seriously and investigated thoroughly, and swift and certain disciplinary action will be taken.** See the discipline section for consequences.

SOCIAL ACTIVITIES/BIRTHDAYS/PARTY INVITATIONS

The PTG and SBAA sponsor social activities for special occasions during the school year. No other instructional time should be used for these events without the principal's permission. Birthday treats should be distributed during lunch or recess. A note should be sent to the homeroom teacher the day before the treat will be sent to school.

Please do not send party invitations to school to be distributed for your child's birthday. This may cause hurt feelings among the students who are not invited. The only exception to this is if every boy or every girl or all students in your child's room are invited. Also, party invitations should not be passed out on school or church property other than the student's homeroom.

SPECTRUM CLASSES

Spectrum classes will be centered on math enrichment. All Spectrum students will have an extra forty minutes of math instruction per week. By adding forty minutes per week to our time allotment for math, we hope to continue to improve our standardized math test scores.

SPORTSMANSHIP

Students are encouraged to attend as many school events and activities as possible, and to do their

part to maintain St. Bartholomew's reputation for good sportsmanship. Behavior in the stands should always reflect the best in St. Bartholomew students and should never interfere with a student's right to enjoy the event. Respect decisions of the officials.

Cheers should always be positive in support of our team or good play. Booing, vulgar, or insulting gestures or cheers, whether directed at individuals, teams, coaches, or officials, have no place at events, and reflect negatively on the school. Visiting teams and fans are our guests; their fans/cheerleaders should be given a fair opportunity for cheers. *Students who do not conduct themselves appropriately will be asked to leave the event and may forfeit the privilege of attending future activities.*

STEALING/THEFT

Stealing is considered an extreme breach of personal conduct and honor and will not be tolerated. Severe disciplinary measures will be taken, including the possibility of expulsion. Students must immediately turn in any item found to the office.

STUDENT ACTIVITIES

Students may be involved in any of numerous co-curricular or extra-curricular activities. Such activities are designed to teach students the meaning of service to others, and to offer opportunities for the development of their special talents or abilities. Opportunities for involvement include:

Student Council; Book Fair; Book-It Program; spelling bee; Pennsylvania Junior Academy of Science; Junior Achievement K-8; cantering program; annual music festival, Arts and Science Fair, National Geographic Geography Bee; bell choir, and band. Participation in many competitions is encouraged and in some cases required, including essay and poster contests and the Arts and Science Fair.

For wholesome competition within the framework of the school, as well as the diocesan athletic program, the following are provided: Intramural sports kindergarten through three, basketball for girls and boys junior varsity and varsity, third and fourth grade inter-league teams, football for grades three through eight, co-ed soccer for grades four through eight, and cheerleading for grades four through eight.

The activities and athletic programs at St. Bartholomew School are designed to afford students a broad range of opportunities and interests in developing the total person. The prime purpose of these programs is to instill in those who participate the qualities of a complete Christian. It is our belief that participation in activities and/or sports is an integral part of the educational process and presents students with numerous opportunities for growth and maturity, as well as friendship and peer support. Many students are involved in multiple sports and activities throughout the school year and during the summer months.

St. Bartholomew School strongly encourages students to become involved in athletic/activity programs and is committed to providing everyone a fair chance to participate. All extracurricular activities are only secondary to the focus of the school – the personal academic program and spiritual

development of each student.

EXTRACURRICULAR ACTIVITY ELIGIBILITY

The school reserves the right to set attendance and participation guidelines/policies for all school activities. Students must attend at least four full class periods in order to participate, practice or attend any school activity for that day. Failure to meet and maintain the standards of academics, attendance, punctuality, and discipline may also prevent participation in sports and activities. Students who are assigned Academic or Disciplinary Ineligibility may not participate or practice in any school activities. Additionally, students assigned Disciplinary Ineligibility may not attend any school-sponsored activities. Please see Academic Eligibility.

ASSEMBLIES

Assemblies are held for children throughout the school year. The assemblies are planned in conjunction with the principal, faculty, and the PTG, with a focus on education.

ALTAR SERVERS

Students in grades four through eight have the privilege of serving on the altar. Students who choose this privilege are expected to fulfill assigned responsibilities and be on time. Servers are expected to be in the sacristy fifteen minutes before the liturgical service.

BASKETBALL

Basketball is offered beginning with instructional teams in the primary grades and continuing with separate boys' and girls' developmental, junior varsity, and varsity teams at upper levels. Fund raising for all teams is provided through refreshments sold at games and tournaments, admission fees, and fund raising events. A general organizational meeting is held in the fall to acquaint parents/guardians and students with the basketball program.

BAND

Band instruction is available for a fee for interested students from grades 4-8. The diocesan program dictates the monthly fee on an annual basis. The instruments are rented with the option to buy. Small group lessons are provided one period a week and practice is held once a week. The periods are rotated so the same classes are not missed too often. However, it remains the responsibility of the student to make up missed work. A meeting is held at the beginning of each school year to provide more information for interested parents/guardians.

FAMILY ENRICHMENT

The PTG has planned activities for evenings and weekends to provide enriching learning and social experiences for the enjoyment of the whole family. These events may include a Welcome Back Dinner, the Arts and Science Fair, Santa's Shop, and much more. All families are most welcome and strongly urged to participate.

ATHLETIC ASSOCIATION

All sport programs are the responsibility of the pastor/principal. The athletic director is accountable to the pastor/principal. Coaches are selected by the athletic director and approved by pastor/principal and serve on a volunteer basis. The Diocesan Guidelines for Elementary Catholic Schools Sports programs guides the policies. Parent/guardian interest and willingness to serve on the Athletic Association are vital to the continued success of the program, but all school associations and advisory boards are under the supervision of the pastor/ principal.

SOCCER

The Diocesan Soccer League offers two co-ed levels. The varsity team is composed of students in grades seven and eight, and the junior varsity students are from grades four through six. The season usually lasts eight weeks. St. Bartholomew School teams participate in the spring season of soccer.

FOOTBALL

Students in grades four through eight are eligible for the St. Bartholomew School football team. Games and practice are held from August until the end of the season which is normally sometime in the beginning of November.

CHEERLEADING

Our school cheerleaders are students from grades four through eight. Just as in football, practices begin in the summer and continue through the fall. Our cheerleaders attend either the JV or varsity football games depending on grade levels.

PIANO LESSONS

If you are interested in piano lessons, please call the school office. Lessons are also available for our kindergarten through third grade students. Again, please contact the school office for further details.

STUDENT COUNCIL

The Student Council is the official student government of the school. It is designed to provide students with an opportunity to participate in all aspects of the St. Bartholomew community. The officers of the council are President, Vice-President, Secretary, and Treasurer. Each officer has specific responsibilities that are outlined in the Student Council Constitution. These executive officers, plus three elected representatives from each of the sixth, seventh, and eighth grade homerooms, comprise the entire Student Council. The Student Council is divided into various committees that encourage student involvement in the life of the school.

Elections for office are held the previous school year. A student nominates himself/herself by submitting a letter to the Student Council Moderator according to the established deadline. Nominees must have a minimum 80% cumulative academic average and must not be academically or disciplinary ineligible. Nominees must receive approval from the faculty and administration after being examined for conduct, dependability, scholastic achievement, interest in school activities, and

contributions to a positive school environment.

An officer or classroom representative may be dismissed from the Student Council for reasons of misconduct, major violations of school policies, disciplinary ineligibility, unsatisfactory grades (failure to maintain an 80% average), or neglect of duty. Final decisions on removal of officers will be made by the principal in consultation with the Student Council Moderator.

Student Council consists of students from grades six through eight. The students who desire to be on Student Council must receive approval from four or more teachers. They also have to receive endorsement from the principal. The students then prepare a speech, which is presented to the teachers and students of their own grade levels. Finally, elections are held in individual grades and officers are chosen. These officer elections are held in May. The new officers are: President, Vice-President, Secretary, and Treasurer. The officers are given the charge of planning and running the meetings, with the help of the faculty advisors and principal. When the next new school year starts, homeroom representatives for students in grades six through eight are elected as well.

The organizational goal of Student Council is to foster *esprit de corps* through student planning and implementation of school activities. The Student Council sponsors social events, such as dances, pep rallies, talent shows, and student/teacher recognition. They raise money for various charitable causes, such as Chimbote Mission, Catholic Charities, and Children's Hospital. They also help sponsor an annual food drive each Thanksgiving and plan various school-wide liturgies.

STUDENT RECORDS

Access to student records by parents/guardians and/or students are governed by diocesan policy, in compliance with the State Board of Education Regulations on Pupil Records, and consistent with the Family Educational Rights and Privacy (Buckley) Act of 1974, as amended. After the principal has received a request in writing from a parent/guardian, records may be released. All financial obligations must be paid and books returned before records will be released to another school.

TELEPHONE

No child is permitted to use the school telephone, including staff cell phones, without permission from the principal. Forgotten homework, books, lunch, gym clothes, or changes in afternoon plans **are not** sufficient cause to call home. In any case, the office will make the phone call home, if they deem it necessary.

Only in emergency cases will phone messages be delivered to students. Parents/guardians should not phone the school office with requests to deliver non-emergency messages to students during the school day. Classes will not be interrupted for these messages. Students are not permitted to use the school office phone for personal calls.

If you deem it necessary that your child carry a cell phone, it must be kept in their backpack and turned off during school hours.

TESTING

Standardized tests, textbook tests, and teacher-made tests are administered to students throughout the

year. These assessments require students to synthesize information, apply what they have learned, and demonstrate their understanding of what has been taught.

Readiness Test: Students entering first grade are administered a readiness test to determine how ready they are to enter first grade.

Achievement Tests: Students in grades two through eight are administered a standardized test to measure progress from one year to another. A component of the standardized testing program is an aptitude test that helps to define the ability of a student in relationship to the results of the standardized test. If a child should be absent due to illness, every attempt will be made to enable the child to make-up the tests. However, since the tests must be mailed on the last scheduled test day, make-up testing often necessitates taking more tests daily than is ideal. **To prevent this, we ask that you do not schedule trips or appointments during the time of standardized testing.**

Performance Assessment: Each child in grade K-8 participates in a performance assessment. This task allows students to respond to open-ended questions and to demonstrate their ability to use higher order thinking skills.

Teacher Made: These are tests which are constructed by teachers to measure, evaluate, and determine what students have learned.

Textbook Tests: These are tests which accompany textbooks and are adopted for use with students in a particular area. They are administered at the conclusion of a chapter and/or unit.

TEXTBOOKS

St. Bartholomew School participates in Pennsylvania's Act 195/90 whereby the state purchases textbooks and instructional materials of non-religious items. A parent/guardian form with permission to have their child use these books is kept on file in the school office. **All books and workbooks are to be covered at all times.** Students are responsible for the condition of the books given to them at the beginning of the year. Students will be required to pay for the book if it is damaged or lost. Books taken to and from school are to be placed in a book bag.

TRANSFERS

When a student transfers to another school, parents/guardians should notify the school office as soon as possible. No records can be transferred without a written request from parents/guardians. Academic records will not be forwarded until all financial obligations to the school have been met.

TRANSPORTATION

It is important that we know the ordinary means by which each child arrives and departs daily. A note is to be sent when a change is necessary. For reasons of safety and insurance, each child is to ride his/her assigned bus.

Bus

Students who live more than a 1.5 mile radius from St. Bartholomew School are eligible to be bused

to the school. Those who live along a route that has been declared *hazardous* are also eligible for busing. The Board of Education Transportation Division determines *hazardous route* claims. The student transportation policies and procedures of the local educational agencies responsible for busing students are applicable to all students in the Commonwealth of Pennsylvania.

Students are expected to maintain appropriate behavior while in route on the bus. Every bus follows the guidelines that are within our own discipline code. If the bus driver/company recommends that a student be removed from the bus, the principal will support it. This will result in the student losing bus privileges. The student/parent/guardian will then be responsible to make other arrangements for transportation.

Students are expected to remain in their seats on the bus at all times. This insures their safety and the safety of others. If improper conduct occurs, the driver prepares a report which is sent to school and then home to alert the principal, parents/guardians to the problem. If the behavior persists, the bus company has the right to ask the school district to suspend the student's privilege of riding the bus, temporarily or permanently.

The following bus rules are to be obeyed:

- Remain seated at all times until the correct stop has been reached. If the driver has assigned seats, these seat assignments are to be honored.
- Keep head, hands, feet, and all objects inside the bus.
- In vehicles where seat belts are available, use them properly.
- Do not ask to ride a bus other than the one to which you have been assigned or ask the driver to let you off at another stop. Only the Department of Transportation can authorize such changes.
- Observe the same conduct as in the classroom. Quiet talking is permitted. Loud talking, etc. may distract the driver, prevent students from hearing instructions, or prevent the driver from hearing signals from emergency vehicles.
- Be courteous; use no profane language.
- Do not eat, drink, or chew gum on the bus.
- Keep the bus clean.
- Cooperate with the driver.
- Do not put anything out of the window of the bus.
- Do not be destructive in any way, shape, or form.
- The driver is in charge. Any directives of the bus driver, in addition to those above are to be followed.

Car Riders/Walkers

At dismissal, students walking and/or riding in cars are dismissed shortly before the first bus riders. Those picking children up by car should follow all traffic and safety rules. Please do not park along any yellow painted curbs or other designated no parking zones. Do not leave your car unattended in the pick-up lane as this creates an unsafe condition.

On days when there is an early dismissal, students must be picked up by car at 11:15 A.M. These days

are always announced on the monthly calendar. Some school districts do provide transportation on early dismissal days. However, Penn Hills does not offer busing.

TUITION

Tuition rates are generally published following registration during the months of February and/or March. Tuition can only be determined after there is a reasonable certainty as to how many students will be enrolled for the coming year. Parents/guardians who register a student in the school enter into a contractual obligation with the school. The first tuition payment is due on July 1 or July 15 of the upcoming academic year; subsequent payments are due the first or fifteenth of each month, with the full payment due by April 1 or 15. Or, if families elect to pay their tuition in full, at one time, then that payment would be due no later than July 15 for the upcoming school year.

Parents/guardians are reminded that the operational budget of the school is dependent on timely fulfillment of this obligation.

For families of students currently enrolled, registration for the following year takes place during the months of February and/or March. All students registered by the yearly designated date are also guaranteed a place for the coming school year. Students registered after the designated date, are guaranteed a place for the coming year provided classroom student limits have not yet been met or exceeded. At the time of registration, a non-refundable registration fee, which is applied to the following year's tuition, is paid in order to secure a space for the student for the coming year.

Families also pay a non-refundable fee, applied to tuition, at the time of registration up to June 30. Families registering during the month of July pay ten percent of the total tuition at the time of registration. Families registering after July 31 pay twenty percent of the total tuition at the time of registration. After July 31, tuition is prorated depending upon the date of registration at a minimum of 20% of the total tuition due. This amount is payable prior to the student's first day of attendance at St. Bartholomew School.

Tuition payments are to be paid in regular monthly installments beginning in July and on or before the first or fifteenth day of each month until April. All tuition for the current school year must be paid in full by April 1 or April 15 of that given school year.

Report cards are distributed to families with up-to-date tuition payments and having all of their other financial obligations current. Parents/guardians whose tuition is in arrears will receive a notice indicating the past due amount. If no payments have been made, or a large outstanding balance exists after the first semester, students may not be eligible to return for the following semester. Registration for the next school year, final grades, and transfers of academic records will not be processed if there is any outstanding balance. It is the policy of the school that no student be readmitted to a new school year if there are any outstanding financial obligations unmet from the previous year.

UNIFORM EXCHANGE PROGRAM

If your child/ren outgrown their current uniform, you may donate them back to St. Bartholomew School. Just as well, if your child/ren is in need of new sizes of clothing, please feel free to secure them from our extensive supply of shirts, jumpers, skirts, dress pants, and sweaters. There is no

monetary exchange for this privilege.

VOLUNTEERS

The help of volunteers is always needed in the school and at school-sponsored events. Please consider using some of your time and talent to help enhance our quality program. The possibilities are endless. At St. Bartholomew School, parents/guardians play an integral role in the education of their children through the Parent Teacher Guild, athletics, fund raising activities, homeroom helpers, playground/lunchroom monitors, and field trip chaperones. This partnership is invaluable to the success of our school. **ALL** volunteers must obtain all necessary clearances mandated by the Diocese of Pittsburgh, prior to volunteering in any capacity at St. Bartholomew School. Please contact the office for further instructions. Volunteers are always needed!

IV. RECOGNITION

Academic Achievement - Grades Seven and Eight

Academic performance is recognized by the publication of the academic honor roll for grades seven and eight at the end of each grading quarter. The following standards apply:

HIGH HONORS: A's in all core subjects -- A's or B's in all other subjects

HONORS: At least four A's, the rest B's in core subjects -- A's or B's in all other subjects

HONORABLE MENTION: B average in core subjects, without any C's -- A's or B's average in all other subjects

NOTE: Any deficiency mark in the *Character Development* section of the report card disqualifies a student for academic honors. In regards to attendance, a student absent or tardy more than three days each quarter will also receive a deficiency mark in this area on the report card.

PERFECT ATTENDANCE/PER QUARTER

Recognition is also given to students for perfect attendance. The following standards apply for all grades, kindergarten through grade eight.

No days absent, no tardiness, and no early dismissals are permitted in order to be recognized for perfect attendance.

SPORTS

Recognition is accorded to students who participate in any of the areas of sports competition. Such recognition is given during the annual sports banquet and/or throughout the respective season.

V. AUXILIARY SERVICES

The following services are offered through the Allegheny Intermediate Unit:

REMEDIAL READING AND MATH (TITLE I)

The Title I program is designed to provide additional assistance to students who are not demonstrating grade level proficiency in reading and/or math. Funding for these services comes through the local public school district. Referrals for the program are based on principal or teacher referrals, standardized test results, and parent/guardian approval. Alternate strategies are planned for students in accordance with individual instructional goals and in support of the classroom curriculum to help students develop mastery of basic skills.

ACT 89 SERVICES

Intermediate Unit personnel work with and provide support to students in remedial math and reading. These teachers, in collaboration with the classroom teacher and principal, identify educational needs and design educational interventions and strategies to help a child succeed.

PSYCHOLOGICAL TESTING

A certified psychologist may be assigned to our school. Psychological testing is available by parent/guardian request or at the recommendation of the teacher in consultation with the principal. Parents/guardians make the final decision. Results are formally reported to parents/guardians, principal, and teachers along with a list of recommendations made by the psychologist. **THIS INFORMATION IS KEPT CONFIDENTIAL** and is not shared with anyone without parent/guardian permission.

COUNSELING

A certified counselor provides individual and small group counseling sessions to children in grades kindergarten through eight. Children are referred by parents/guardians, principal, teacher and/or through self-referral. Individual counseling requires parent/guardian permission.

STUDENT ASSISTANCE PROGRAM

The Student Assistance Program (E-SAP) is mandated in the Commonwealth of Pennsylvania by Act 211 of 1990. It is a comprehensive program of prevention, intervention, and support for students in grades kindergarten through twelve. The members of the team are the principal and faculty members of the school who have received special training through approved agencies.

The program exists in order to promote the growth and development of the child. The team members may work with students who are experiencing behavior or academic difficulties which impact their social, emotional, and educational progress.

Referrals for the program are made by the faculty, principal, and/or parents/guardians. Once a referral has been received by the team, classroom teachers are asked to complete a form which helps identify the behaviors. The team then makes informed assumptions as to what is needed to help the student, conveys this information to classroom teachers and parents/guardians and then evaluates the results. If necessary, after consultation with parents/guardians, appropriate referrals are made to outside agencies.

Team members must maintain all information regarding students and their families under

safeguard of privacy and confidentiality. Access is limited to those who have a legitimate educational interest.

VI. DISCIPLINE

INTRODUCTION

St. Bartholomew School administration and faculty are committed to teach and model gospel values to encourage students to live their lives as a reflection of Christ. The philosophy of the school strives to recognize and respect the dignity of each person and to offer a positive, Christ-centered, safe learning environment based on the social teachings of the Church. Discipline is considered an element of moral guidance, not a form of punishment.

Every teacher and staff member shares the responsibility to model appropriate behavior and to support the structures necessary for learning self-discipline. Students are encouraged to assume responsibility for their actions, develop self-control, and accept responsibility and consequences for inappropriate behavior.

A Christ-centered school environment teaches the following behaviors:

- Recognizing and fostering the uniqueness and dignity of each individual.
- Nurturing respect in all relationships involving school and parish community.
- Developing a sense of rights, responsibilities, and commitment to the entire school and parish community.

Social skills, both interpersonal and intrapersonal, are taught, modeled, practiced, and infused into the daily life and experience of the school family.

GUIDING PRINCIPLES

The following seven principles are the basis of Catholic social teachings and are the principles that guide us in all of our interactions.

- We believe in the life and dignity of the human person. Each person is sacred.
- We believe we are called to family, community, and participation. It is our duty to support each other by our actions.
- We believe that we have rights and responsibilities. Every person has the fundamental right to life and responsibility to and for one another.
- We believe that we have an obligation to the poor and vulnerable. We are called to put the rights of others before our own.
- We believe that we are called to care for God's creation. We are all stewards of the earth.
- We believe that solidarity is our call. We are one family regardless of our differences.
- We believe that workers have rights and that work has dignity. Work is a form of participating in God's creation.

Discipline is the key to good conduct, to respecting the rights of others, and is essential to learning. Classroom standards and expectations for student behavior vary according to age and are determined by the individual teacher. If behavior warrants action, a student may be issued detention by any member of the faculty or staff. Depending on the severity, this detention may be served either during recess or after school hours. If the detention is after school, parents/guardians are responsible for transportation.

If it becomes necessary to issue a lunch time detention to a student, the student will spend this time supervised by a teacher or staff member. The student will complete an assignment given by the teacher or staff member who issued the detention. After two lunch time detentions, the third and following detention issued will be a one hour after school detention. If a student accumulates more than three after school detentions, then an in-school suspension, out-of-school suspension, or expulsion may be considered. Students at this point would also be suspended from all school activities, clubs, sports, field trips, assemblies, etc. for a period of one month, thirty calendar days, beginning on the date of such suspension. All detentions will be accumulated from the first day of school and will be carried through to the last day of the school year.

Serious infractions such as fighting or disrespect will be considered for an immediate one hour detention after school or a suspension. A lunch time detention will not be the first step taken in these types of situations. Parents/guardians will be notified by the adult issuing the detention within a day's time. After school detentions will be held in a timely fashion and supervised by school personnel.

Also, every three unexcused tardies will equal a one hour after school detention. Habitual tardiness is not acceptable. If a child is late because of a school bus being late, then this will be considered an excused tardy. All students must be in their homerooms no later than 8:50 A.M.

In the event of a serious act of misbehavior or repeated acts of misbehavior, a student may serve either an in-school or out-of-school suspension. If misconduct continues, a student may be asked to leave the school. These decisions rest with the administration and may be necessary for the benefit of the total program.

EXPECTATIONS

As a matter of safety, students are expected to behave in the following manner:

Before School

- To arrive at or after 8:35 A.M. and before 8:50 A.M. Exceptions are for extended care program and/or bus arrivals.
- To gather in the designated cafeteria area until 8:35 A.M.
- To engage in quiet conversation and/or study.
- To line up quietly when the school bell rings and then proceed to homeroom.

In School

- To walk quietly through the halls.
- To use proper language at all times.
- To follow the dress code for school days and dress up/down days.
- To respect school property and the property of other students and your own.
- To have a note from their parent/guardian if there is a change in the mode of school transportation.

In the Classroom

- To follow the classroom rules of each teacher.
- To be responsible for submitting homework on time and making up assignments missed within a reasonable amount of time.
- To have a respectful attitude toward teachers, staff, and one another.
- To be responsible for appropriate supplies.
- To be honest in all communications.
- To use computers and school equipment appropriately.
- Not to chew gum.
- Not to remain in or enter a classroom or other area on school or church property at any time without a teacher or designated adult present.

During Recess

- To re-enter the building only for an emergency with staff knowledge and approval.
- To display good sportsmanship and exercise self-control.
- To play in assigned areas only.
- To stay on school grounds at all times. This includes not retrieving a ball or other playground equipment that has gone off school grounds.
- To obey the directives of playground monitors, courteously. Promptly stop playing at the first bell and walk quietly to their designated line when the second bell rings

During Lunch

- To remain seated until finished eating and called to line up for recess.
- To clean up, pick up all papers, scraps of food, etc., and dispose of them properly.
- To obey cafeteria and playground supervisors at all times.

After School

- To follow dismissal procedures.
- To walk to an assigned place to wait until their bus or car ride arrives.

- Not to run or play games on the school grounds without permission.
- To leave the school grounds immediately.
- To sign in at the extended care program if not picked up by 3:35 P.M.

Athletic Events and Assemblies

- To practice good sportsmanship as spectators and participants.
- To show respect towards coaches, referees, and visiting teams.
- To maintain an appropriate silence during special performances.

Outside School

All students are expected to behave responsibly off of school property. If school personnel are made aware of misconduct off of school property, by a child registered as a student at St. Bartholomew School, parents/guardians may be contacted; however, it is important to note that school personnel are not responsible for a student's actions that take place off of school property unless the misconduct has occurred at a school sponsored event.

The administration or school personnel will forward disciplinary notices given by public school bus drivers to parents/guardians to support the disciplinary report of the bus driver.

CONSEQUENCES

Please be aware that any disrespect, destructive act, or inappropriate behavior will be dealt with accordingly. If an individual student does not meet his/her personal responsibility for good conduct, the school may discipline the student.

The severity or repetitive nature of non-compliance to the above expectations will determine the appropriate consequences. To remediate unacceptable behavior, the following actions may be taken:

1. Teacher/student conference to develop a plan for remediation.
2. Notification to parents/guardians.
3. Administrative referral.
4. Referral to the E-SAP team.
5. School service required.
6. Loss of recess.
7. Detention.
8. Denial of participation in school activities, including sports.
9. School probation.
10. Suspension- in-school or out-of-school.

The following behaviors will result in immediate administrative referrals and can result in referrals to law enforcement or other government agencies:

- Violations of weapons policy.
- Violations of the drug/alcohol policy.
- Any purposeful action that results in bodily harm to another.

STUDENT RESPONSIBILITY

Teachers are to encourage students to meet their responsibilities enumerated in the school handbook:

- Be accountable for their actions at all times.
- Respect the rights of others, including the right to learn in an environment that is orderly and disciplined.
- Recognize that all administrators, teachers, staff, and monitors assume the authority of parent/guardians to all students during school hours and at all school functions.
- Attend school regularly and punctually.
- Maintain habits of neatness and personal cleanliness; adhere to the dress code.
- Be prompt, thorough, and neat in the completion of class work and homework.
- Obey all school regulations.
- Respect personal property, school property, and the property of others.

Discipline Policy Applies

- While attending school.
- While arriving at or departing from school.
- While on school or church property for any reason.
- While riding school buses or vans.
- While waiting at the bus stop.
- While attending any school related functions, e.g. sports events, field trips, assemblies, skating parties, church activities, community programs, Brownies/Girl Scouts, after school practices, etc..

The safety of any student on school property, after school hours, is the responsibility of the adult leader/s. This obviously applies to all school sanctioned activities. No pupil/s should ever be left alone without adult supervision.

Order within any educational setting permits learning to progress, as it should. A disciplined person and a disciplined atmosphere promotes:

- Individual and group learning.
- Development of self-control.
- Expected individual and group social behavior.

- Self- respect and respect of others.
- Making right choices and accepting consequences of choices.
- Good listening.
- Recognizing one's rights and the rights of others.
- Pride in self and in one's work.
- The implementation of Christian principles of community, charity, kindness, justice, good sportsmanship, etc.
- An emphasis on doing one's best.

St. Bartholomew School personnel realize that the foundation for all of the above is hopefully taught and nurtured in the home. With this in mind, the student is expected to display proper behavior at all times.

VII. DRESS CODE

St. Bartholomew School is a Catholic elementary school which maintains the right to establish a uniform dress code for its students. It is recognized that proper school attire and good grooming are conducive to a student's educational and social development. This Dress Code was developed:

- To promote a Christian atmosphere.
- To free children for academic concentration.
- To de-emphasize competition among children regarding clothing.
- To allow more economical dress for school.
- To provide some choice to accommodate individual differences.

This Dress Code is required of all students in all grades, kindergarten through eighth grade. This policy is intended to maintain a standard of dress that is neat, economical, modest, and attractive.

The wearing of uniforms for all students instills a sense of equality that is free of competitiveness. Regardless of sex, religion, race, or economic status, all students are relieved of added stress and peer pressure. Occasional *dress- up* and *dress- down* days are scheduled throughout the year.

All students (K-8) are required to wear the official school uniform described below. A reasonable latitude for choice is offered.

GIRLS

Dresses/Skirts

Girls K-3 Plaid jumper or culottes; Girls 4-8 Plaid double pleated skirt or culottes. All jumpers, culottes and skirts must be long enough to reach the top of the knee.

Pants

All girls are also permitted to wear dress pants of polyester twill or corduroy in navy blue, hunter green, or khaki. No jeans, cargo pants, athletic type pants, painter or carpenter type pants are permitted. Girls must also wear a white, hunter green, or light blue, short or long sleeve, blouse, with either a Peter Pan or pointed collar, or an Oxford shirt. White, hunter green or light blue collared shirts, such as a golf shirt, are permissible, too. Sweaters in blue, hunter green, or white, or sweatshirts with a St. Bartholomew emblem, may be worn over collared shirts or blouses.

Shirts

Blouses and shirts are to be tucked in at all times.

Socks

Solid colored white, hunter green, or blue socks, which go above the ankle, knee socks, or hose are to be worn at all times. Ped type sport socks are not permitted. Socks should be long and high enough to cover the entire ankle and/or be folded over.

Jewelry

Earrings that measure more than one inch are **not** acceptable. Nose rings, etc., are not permitted. Boys are **not** permitted to wear earrings. These items may be a safety hazard and are a distraction to the educational mission of the school.

Make-up

Make-up is not appropriate for elementary students and is not to be worn to school or at school functions.

BOYS

Pants

Navy, hunter green, or khaki dress slacks, in polyester twill or corduroy are to be worn. No jeans, cargo pants, athletic- type pants, painter or carpenter- type pants are permitted. Boys in grades 4-8 must wear a belt at the waist.

Shirts

A solid colored white, hunter green, or light blue Oxford dress shirt, white, hunter green, or light blue placard, collared knit shirt, short or long sleeve are uniform too. **Shirts are to be tucked in at all times.**

Ties

Ties are worn by boys on days we attend church. Ties may be worn on any other day too.

BOYS AND GIRLS

Sweaters

Sweaters in blue, hunter green, or white, or sweatshirts with St. Bartholomew emblem, may be worn over collared shirts.

Shorts

Walking shorts may be worn from the beginning of school until the end of September and from the beginning of May until the end of the school term.

Turtlenecks

Turtlenecks may be worn and must be white, hunter green, or blue.

Shoes

Shoes are to be serviceable, neat, and clean. Solid color black, brown, navy blue, or tan casual or dress leather shoes that are low cut, below the ankle, and are distinctly non-athletic or are saddle-oxfords are acceptable. The shoes must fully cover the heel.

Athletic shoes of any type or color are not permitted except for physical education classes.

Slipper type shoes (flip-flops) and/or clogs are not permissible. This type of footwear has led to injuries in the past.

Hairstyle

Hairstyles for both girls and boys must conform to good grooming standards and be its natural color. **NO** graphic or cut out designs are permitted in either boy or girl hairstyles.

Hair for our young men should be clean, neatly combed, and of a moderate length so that it does not totally cover the ears, be in the eyes, or fall below the shirt collar. Sideburns may not extend below the bottom of the ear or extend forward toward the cheek.

Girls hairstyles should be clean and neatly combed. Their hair length may extend below the bottom of the ear.

Gym Uniforms

Gym uniforms are ordered by parent/guardians for students in grades kindergarten through two and worn for physical education classes. After gym class, students in grades kindergarten through one may keep their tennis shoes on for the remainder of the school day if they so desire.

NOT PERMITTED AS PART OF OUR DAILY DRESS CODE

- Apparel, including pins/buttons, with suggestive, vulgar, inflammatory, libelous, or inappropriate lettering, words, designs, or pictures, or that refers to alcoholic beverages, drugs, or tobacco products.

- Flannel shirts, outerwear, non-uniform sweatshirts, jackets, work clothes, denim-wear, cargo pants, or pants with rivets, large pockets/patches, flaps, or other outside attachments.
- Any shoe/boot that rises above or covers the ankle. Examples include hiking boots, high-tops, ankle boots, work or multi-colored shoes, except saddle-oxfords, or any type athletic shoe, or shoes with open heels, like mules, are also prohibited.
- Earrings or other similar adornments or jewelry, chains, necklaces, clamps, excessively large key holders used as wearing apparel or studded belts.
- Ripped, torn, sliced, patched, discolored, oversized, or excessively baggy pants or shirts.
- Visible tattoos, body piercing/plugs of any kind. Pierced ears are acceptable for girls.
- Baseball caps, hats, bandannas, sunglasses, or any other type of headgear, at any time in the building.

DRESS CODE COMPLIANCE

A St. Bartholomew School student represents his/her school, his/her family, and herself/himself at all times. It is a purpose of St. Bartholomew School to instill in our students a sense of pride in their appearance as well as a sense of discipline that will serve them well in the larger world. To this end, students are expected to display the neat and clean habits of good grooming and manners. The school reserves the right to set the following standards as well as those it may deem necessary during the course of the school year.

Students are expected to be in compliance with the dress code at all times during the school day, including arrival and departure. Students who are not in compliance with the school dress code will have their parent/guardian advised of such. The parent/guardian will be asked to bring a change of clothes to school or a change of clothing, if available at school, will be provided. A continual disregard of the school dress code could lead to detention/suspension.

VIII. HEALTH AND SAFETY

EMERGENCIES

Emergency Cards

At the beginning of each school year, parents/guardians are required to complete a Student Emergency Card. It is **imperative** that the school be able to reach you to inform you of illness or an emergency situation. It is also important to list the names of others who can be contacted should you be unavailable. Please keep the card updated by notifying the office with any changes.

Emergency Closings and Delays

If inclement weather or some other emergency requires that the school be delayed or closed, this information will be announced on KDKA, KQV, WPXI, and WTAE. Due to the number of public

districts represented in our school, it is important that you listen for an announcement that identifies Penn Hills or St. Bartholomew School. PLEASE DO NOT CALL THE SCHOOL OR RECTORY FOR THIS INFORMATION.

In the event of a two-hour delay, specifically naming Penn Hills or St. Bartholomew School, all children should report to school at 10:35 A.M. There is a modified kindergarten schedule when we have a two-hour delay. There will be no preschool when there is a delay. Extended day care will still be available when there is a two-hour delay.

PLEASE NOTE: Our attendance registers are legal indicators of a child's presence at the times we are in session. Children who arrive late or are absent because of busing when school is in session will be marked as excused tardy or excused absence. We basically follow the delay/cancellation schedule of the Penn Hills School District. They are our main source of bus transportation.

Emergency Dismissals

In the event that we would be required to dismiss school early, that information will be announced on the same stations noted above. Homeroom helpers will initiate a phone chain to notify parents/guardians as soon as possible. However, because phone service may be interrupted in the school, some emergency situations may not allow for this option. Children will be dismissed as parents/guardians are notified and transportation is arranged.

Lockdown/Evacuation Procedures

In cases of an emergency requiring lockdown, the principal or designee may announce over the intercom that a lockdown is in effect. Students outside the classroom will immediately report back to class and teachers will lock their classroom doors. Students in the library and gym will remain in those locations. Students in the cafeteria will immediately report to the gym. No one may leave their classroom or other designated area until an all clear announcement is made by an administrator or other designated school personnel.

School Closing

In the event that, for whatever reason, the school will be unexpectedly closed after the beginning of the school day, students will be returned to their homerooms and parent/guardian and appropriate public school district transportation services contacted. The school personnel will contact local television and radio stations to announce that the school is closed.

Evacuation

In the event of a fire or another situation that would cause the school to be evacuated, the school's fire evacuation plan will be put into effect and students would be escorted to the parish church. If it becomes necessary to leave the school grounds, students will be escorted to the funeral home directly across the street from St. Bartholomew Parish.

Searches

To assist in maintaining a safe and secure learning environment, the school reserves the right to

search a student, his/her locker, belongings, or desk. Searches by a school administrator or public official may occur at any time, for any reason, to insure overall safety and security.

Weapons

Any person carrying a weapon onto church and school property, including, but not limited to, the school building, outdoor areas, outdoor facilities, vehicles used to transport students, or school related activities, poses a clear and present danger to other students and staff. For the purpose of this policy, a weapon is defined to be a gun, knife, or any other article that could be used to cause injury.

If a student is found to be in possession of a weapon, his/her parents/guardians will be immediately notified. The matter will be referred to local police authorities if in the sole discretion of the school administration such referral is appropriate. After a review of the facts concerning the particular incident, the administration of the school will decide upon the appropriate disciplinary measures to be taken. The disciplinary action taken may result in expulsion.

Fire Drills

Fire drills are held monthly as long as weather permits. Exit directions, which are posted in prominent places in each room, are to be followed. No one, whether it is a teacher, student, or other personnel, may remain in the building during fire drills. When the students hear the bell, they are to leave the room quickly and quietly in single file. Students remain outside until summoned back to class.

Students are to remain in absolute silence during all fire drills. Misconduct of any nature is to be reported to the principal. This is a very serious offense and will be dealt with immediately.

Weather Emergency Drills

Weather emergency drills may be practiced twice a year. Teachers follow the policy governing weather emergencies for student safety. Students must maintain silence at all times during a weather emergency drill. Students, teachers, and staff will report to designated areas in the event of such an emergency and /or drill.

STUDENT HEALTH

Illness

It is often difficult to decide if your child should stay home from school when complaining of illness. An objective sign is an elevated temperature. It is recommended that a child be kept home from school until the temperature has remained normal, below 99°, for twenty-four hours.

If a child has a temperature of 100° or more, skin rash, diarrhea/vomiting, strep throat, evidence of lice, or any other communicable disease, the child may be sent home. Parents/guardians are asked to use discretion in sending their children to school if they display any of these symptoms. Please inform the school office if your child becomes sick with a contagious illness. Notes may be sent home with the other children to warn parents/guardians of contact and incubation of communicable diseases.

Student Physical Restrictions

St. Bartholomew School is not a handicapped accessible building. Students who have been injured and are required to use crutches must receive training from their doctor/physical therapist on how to negotiate stairs. If the injury is such that it prevents a student from complying with the dress code, an exception may be approved by the principal. A student who obtains a medical excuse from physical education class or who has a parent/medical request to wear tennis shoes may NOT participate in any athletic program for that day and for the duration of the incapacitation. All requests to wear tennis shoes, in such cases, must be approved by the principal.

Accident and Injury

In the case of an accident or illness at school, parents/guardians are contacted to take the child home, to the doctor, or to the hospital. It is important for your child's safety and comfort, as well as the effective operation of the office that emergency information needed to locate parents/guardians is available for each child and that this information is kept up-to-date.

Parents/guardians of children who have any type of physical disorder should contact the principal, school nurse, or teachers to make them aware of the problem. All cases of communicable or contagious diseases should be reported immediately.

Medication

Whenever possible, medicine is to be given at home, and parents/guardians are to request the physician to adjust the schedule for administration so that it can be given before and after school hours. If medicine must be administered at school, the following guidelines apply:

The medication must be delivered to the school by a responsible adult along with a physician's written request for distribution by school personnel.

Medication brought to school must be in a container labeled by a pharmacist or doctor. The label must include the student's name, the name of the physician, date of prescription, dosage, and frequency of administration.

Parents/guardians must sign an Indemnity Agreement which has been prepared by the legal office of the diocese and distributed through the school office. Please see the attached form at the end of this document. This form must be returned to the school office as soon as possible.

CAMPUS SECURITY

All doors to the school should be closed and locked during school hours. Parents/guardians and other visitors should use the buzzer on the main school door to gain entrance to the building. Please note that the property is under video camera surveillance at all times.

VISITORS

For security reasons, anyone entering St. Bartholomew School is to report to the office or receptionist immediately regardless of the purpose of the visit. *For the safety of all students, faculty, and staff, a*

visitor's badge must be worn at all times by all visitors. Communication with teachers and students will be handled by the school office and will be done in a manner that does not disrupt the educational process in the school. Any articles or items to be left for a student will be left in the school office or with the receptionist. This will eliminate any unnecessary interruptions to classes and instruction.

Playground Rules and Safety

Every school day, weather permitting, the students enjoy an outside break supervised by a staff member and/or volunteer monitors. Organized play is encouraged. Rough games, water guns, and throwing snowballs are not permitted.

Students are never to leave the playground area without the permission of the principal and/or the knowledge of a playground monitor. In case of illness or accident, the student is to report to the school or nurse's office after notifying a playground monitor.

Lunch monitors have the responsibility of enforcing rules. They are to be obeyed and treated respectfully. When the bell rings, or a whistle blows to end the playground session, the students will be met by their homeroom teacher, or other staff member, and be brought to their classrooms in silence.

The following rules are to be observed on the playground:

- Do not re-enter the building unless for an emergency and with staff knowledge and approval.
- Display good sportsmanship and exercise self-control.
- Play in assigned areas.
- Stay on school grounds. This includes not retrieving a ball that has gone off of school grounds.
- Obey the directives of the playground monitors, courteously and promptly.
- Stop playing at once when the first bell rings and walk quietly to line when the second bell rings.

If inclement weather makes it necessary to stay indoors at lunchtime, classroom rules are to be observed:

- Stay in your seat.
- Engage in quiet activities.
- On occasion, students may have monitored indoor recess in the gym.

SCHOOL NURSE/NURSE PRACTITIONER

One school nurse is assigned to St. Bartholomew School on a very limited basis each year through the Penn Hills public school system. She/he is available by phone for an emergency situation.

The responsibilities of the public school nurse include:

- Keeping updated health records for all students.
- Screening students for hearing—grades kindergarten, one, two, three, and seven.

- Assuring the completion of a physical examination before entrance to school and in the sixth grade.
- Screening students for vision—yearly.
- Scoliosis screening—grade seven.
- Recording height and weight for students—yearly.
- Recording required immunizations. In seventh grade, a Hepatitis B shot and a one dose chicken pox vaccine is required.

DENTIST/DENTAL HYGIENIST

The dentist/dental hygienist makes routine visits to our school and is responsible for maintaining all dental records. The Pennsylvania School Health Law requires dental examinations for students entering grades kindergarten, three, and seven. These grades were selected because they represent critical periods of growth and development in a child's life. We recommend that your family dentist do these examinations. School dental health evaluations will be provided for students who do not furnish proof of a private dental examination within the last six months. These forms are given out to the students before school ends so that appointments can be scheduled over the summer.

GUIDELINE FOR INTERNET USE POLICY IMPLEMENTATION AND PRACTICE

St. Bartholomew School

This guideline is established to ensure understanding and application of St. Bartholomew School Internet Use Policy. St. Bartholomew School reserves the right to amend these guidelines at any time. It is understood that the administration of St. Bartholomew School will inform parents/guardians of any changes made in these guidelines via the school's monthly newsletter.

Students' parents and/or guardians are required to review these guidelines with their child/ren and complete and return the attached parent/guardian consent form.

This guideline includes, but is not limited to, the following areas:

- information and news from a wide variety of sources and research institutions
- public domain and shareware software of all types
- discussion groups
- access to any educational institutions and libraries.

Etiquette

- Be polite when sending written messages to others.
- Appropriate language is expected in all messages.
- Anything pertaining to illegal activity is expressly forbidden.
- Do not reveal access information, personal or otherwise.
- Do not disrupt others' use of the internet access.
- All users should remember that deleted materials can be retrieved.

The following actions, which are not inclusive, are considered unacceptable actions by the teachers and administration of St. Bartholomew School:

- Placing unlawful information on the internet.
- Using the internet for non-school related activities.
- Sending a message that is likely to result in loss of the recipients' work or systems.
- Using the internet for commercial purposes.
- Sending or receiving copyrighted material without permission.
- Plagiarism.
- Using internet access to send or retrieve pornographic material, inappropriate file text, files dangerous to the integrity of the system, and violent or threatening material or messages.
- Circumventing security measures on/or at school computers, remote computers, or networks.
- Vandalism.
- Falsifying one's identity.

SAINT BARTHOLOMEW SCHOOL IS FULLY ACCREDITED BY THE MIDDLE STATES ASSOCIATION OF COLLEGES AND SCHOOLS AND IS A MEMBER OF THE NATIONAL CATHOLIC EDUCATIONAL ASSOCIATION.

Individual Student Internet Use Contract

Parents/Guardians:

Be advised that your child/ren will not be permitted to access St. Bartholomew School's Internet access until this agreement is signed, dated, and returned.

Student(s) Agreement:

I have read the St. Bartholomew School Policy on Internet Access and the guidelines established from that policy. I understand fully and agree to abide by the policy statement and the guideline statements expressed or implied.

Each child in the household who attends St. Bartholomew School, grades K-8, must sign this agreement.

Student Signature: _____

Student Signature: _____

Student Signature: _____

Student Signature: _____

Parent/Guardian Agreement:

I have read the St. Bartholomew School Internet Access Policy and the guidelines established from that policy. I understand fully the information that is contained therein. I agree to not hold school administration and faculty responsible for materials my child(ren) acquires as a result of inappropriate internet use.

I accept full financial responsibility if and when my child(ren) access the internet without an account on equipment provided on the school site or purposefully damage any equipment.

Parent/Guardian Signature: _____

Date: _____

Please return this document to St. Bartholomew School via your oldest child's homeroom teacher.

ST. BARTHOLOMEW SCHOOL
111 Erhardt Drive
Pittsburgh, PA 15235

Student/Parent/Guardian Handbook – Policies and Procedures Understanding

It is important that parents/guardians, students, and staff know the policies and procedures of St. Bartholomew School. To ensure that the process of communication is complete, please review the revised Student/Parent/Guardian Handbook with your children.

When you have reviewed the contents, please sign and return this form to the school office via your child's homeroom teacher.

Family Name _____

Children's Name(s): _____

I have reviewed, understand, and will follow the contents of the Student/Parent/Guardian Handbook of St. Bartholomew School.

Parent/Guardian Signature: _____

Date: _____