

St. Bartholomew Catholic School  
Parent-Student Handbook  
2020-2021



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[www.stbartschool.org](http://www.stbartschool.org)

Accredited by the Florida Catholic Conference

Father Andrew Chan-A-Sue  
Pastor

Christine Gonzalez  
Principal

An interesting and challenging experience awaits you as a student or parent of the school. To answer some of your questions concerning the school's policies, the school has prepared this Parent-Student Handbook. Please read it thoroughly and retain it for future reference. The policies stated in this handbook are only guidelines and are subject to change at the sole discretion of the school, as are all other policies, procedures, or programs of the school. From time to time, you may receive updated information concerning changes in policy. However, the school has the right to add, delete or revise any school policy or procedure with or without notice. This handbook is not a contract, express or implied, and none of the policies or provisions should be construed as such. If you have any questions about the school's policies, please ask the principal for assistance.

### **Mission Statement**

The mission of St. Bartholomew Catholic School, in partnership with our parish community, is to provide a Christ-centered education in an ever-changing world. We are committed to embracing our Catholic faith, enriching young minds and forming global citizens of tomorrow.

## **Vision Statement**

St. Bartholomew Catholic School strives to teach as Jesus did by modeling our Catholic values, teaching a love of learning and showing compassion. This allows us to nurture and sustain each student's God-given gift, molding them cognitively, physically and spiritually to become the disciples of the Gospel of Jesus Christ, projecting His light to the world.

## **Philosophy**

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

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

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

St. Bartholomew strives to provide a standards-based curriculum, which in keeping with Archdiocesan guidelines reflects a concern for foundational skills and the achievement of academic excellence.

In partnership with the church, Saint Bartholomew Catholic School seeks to prepare its members to proclaim the Good News and to translate this proclamation into action. To assure a respect for human dignity, we provide a learning environment which stresses academic attainment, reflects respect for the rights of others, nurtures global citizenship, instills an obligation to serve others, fosters loyalty to country, and provides opportunities for rational problem-solving in a diverse and changing society.

## **Graduate at Graduation**

St. Bartholomew Catholic School graduates are versatile individuals deeply-rooted in the Catholic Faith, who demonstrate dedication to scholarship through the integration of technology while actively living the Catholic Social teachings.

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## **General School Information**

**Office Hours: Monday-Friday 7:30 a.m.-2:30 p.m.**

### **I. ADMISSION POLICY**

St. Bartholomew Catholic School has an open admission policy. No person, on the grounds of race, color, disability or national origin, is excluded or otherwise subjected to discrimination in the receiving of services. Nor does the school discriminate in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral and other aspects of employment on the basis of race, color, disability, age, gender, or national origin.

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

#### **Admission Procedures**

##### **Admissions Application**

Report Card or Transcript showing promotion to current grade

Standardized Test Results from previous two years

Psycho Educational Evaluation (if applicable)

##### **Birth Certificate**

Health Forms (HRS 680 and HRS 3040)

Certificates for Sacraments (if Catholic)

All new students will be accepted on a probationary period of nine weeks. During that period, teachers and administrators will evaluate his/her attendance, conduct, academic performance and the family’s ability to meet their financial obligations and support of the school’s mission, vision and philosophy.

#### **Immunizations**

The Archdiocese requires, that prior to attendance in school, each student present or has on file with the school a certificate of immunization for the prevention of those communicable diseases for which immunization is required by the Department of Health. A completed Florida Certification of Immunization (Form DH 680) is required to document the administration of prescribed immunization dosages. An exemption from immunization requirements is permissible only with a physician’s certification as to the need for either a temporary or permanent medical exemption. An exemption from immunization requirements is not permissible for religious, philosophical, personal, or other reasons.

#### **Returning Students**

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

Timely payment of school fees

Parental participation in school activities/programs

Supportive parental attitude towards the school and its rules and policies

Student performance and attitude towards academics

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

### **Undocumented Students**

A student's enrollment and/or graduation from school does not confer a legal status nor does it serve to regularize an undocumented student. Although the Archdiocese of Miami may assist with the completion of an I-20 form, the school does not guarantee or confer any privileges or rights available to documented legal residents. Parents should consult with immigration legal counsel if they have any questions as to immigration status.

### **Withdrawal**

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

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

## **II. ACADEMIC POLICY**

### **Campus Ministry**

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

We believe that all education must lead to the development of a mature and personal relationship with Our Lord, Jesus Christ. Emphasis is placed on instruction in the classroom, a common prayer life, participation in Mass and the sacraments and community service.

Our curriculum requires our students to fulfill Community Service Learning Projects. These projects may include participating with and supporting our local Parish groups such as St. Vincent DePaul Society, Council of Catholic Women, Knights of Columbus, etc.

The program includes, but is not limited, to the following:

- At 8:00 A.M. each school day, there is a school-wide prayer
- Each class begins with a prayer or moment of spiritual reflection
- School Masses are held weekly (grades 1-8) and monthly (PK-8). All students are required to attend and participate in school Masses. Masses will be transmitted via Zoom.

- The Sacrament of Reconciliation will be held school wide two times per year
- During the school year, various religious programs including class masses, Christmas Program, Stations of the Cross, Respect Life Presentations, Teaching, Touching Safety and special guest speakers from the community may supplement the Theology Program.
- All eighth graders will be assigned a second grade prayer partner. It is expected that the eighth grader be a supportive role model to their prayer partner and show enthusiasm regarding their spiritual growth as they prepare for their sacraments

## **Curriculum**

Overall curriculum guidelines, in all subject areas, must conform to Archdiocesan and state guidelines. Parents' cooperation with school curriculum policies is important for an effective teaching/learning environment in the school community.

Students in grades K-8 receive instruction in the following core subjects:

- Religion
- Language Arts (including Literature, Grammar & Composition, Vocabulary, and Phonics)
- Math
- Science
- Social Studies

In addition, students receive instruction in the following enrichment areas:

- Spanish
- Physical Education
- Music
- Art
- Handwriting

## **Grading Policies**

The evaluation of student progress is one of the most complex and important duties of teachers. Grades for reports are apportioned to include classroom activities, projects and summative assessments. The report contains a key for the explanation of grades and symbols.

Pre-K-2<sup>nd</sup> Grade:

- 4 Exceeding grade level standards
- 3 Proficient in meeting grade level standards
- 2 Developing grade level standards
- 1 Emerging in the development of grade level standards

Third-Eighth:

- A 100-90
- B 89-80
- C 79-70

D	69-60
F	59 and below

**Third-Fifth Grade:**

- 35% Tests
- 35% Projects
- 30% Classroom Activities

**Sixth-Eighth Grade:**

- 40% Tests
- 40% Projects
- 20% Classroom Activities

**Homework**

Homework either reinforces the skills learned during the school day or prepares for the following day’s lesson. Because homework is a necessary and valuable part of a student’s education, it is very important that homework assignments be accurate, neat, and thorough. Study time is a serious part of a student’s homework. Homework completion will be reflected on the report card as a skill under the Active Learner Traits category.

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

**Honor Roll and Other Awards**

**Eligibility**

In order for a student to be considered eligible for honor roll he or she must have no more than one 2. Student must earn a “+” or an “S” on Active Learner Traits. A student will be ineligible for honor roll if he or she earns a “-“ in any category (K-2<sup>nd</sup> grade).

In order for a student to be considered eligible for honor roll he or she must have only A’s and B’s (3<sup>rd</sup>-8<sup>th</sup> grade).

**First Honors (3<sup>rd</sup>-8<sup>th</sup> Grade)**

First Honors is awarded to students receiving a GPA of 3.75

Student must earn a “+” or an “S” on Active Learner Traits under the category Responsibility.

**Second Honors (3<sup>rd</sup>-8<sup>th</sup> Grade)**

Second Honors is awarded to students receiving a GPA of 3.5.

Student must earn a “+” or an “S” on Active Learner Traits under the category Responsibility.

**Principal’s Award (3<sup>rd</sup>-8<sup>th</sup> Grade)**

The Principal’s Award is earned by any student who achieves First Honors in all four quarters.

\*Attendance may be a contributing factor in determining Honor Roll eligibility.

\*Active Learner Traits pertaining to conduct and/or discipline may prevent a student from obtaining honor roll recognition.

**Instructional Resources/Academic Support**



- Accelerated Reader
- Lexia (students may be exempt based on performance level)
- Khan Academy
- IXL

All of these programs must be used by the students and will be calculated into their respective subject grades.

### **Make up Work**

An Absence Note from a doctor is required in order for students to receive Make Up Work. It is the student's responsibility to obtain assignments/handouts from the teacher or a classmate. A student has as many days to complete assignments as he or she was absent from school.

### **Mid Term/Final Exams**

Exams will count as two (2) test grades towards the Second Quarter/Fourth Quarter report card. Students in grades 6-8 will take Mid Term/Final exams in the following subject areas:

English/Language Arts (ELA)  
Math  
Social Studies  
Science  
Religion

### **Progress Reports**

Progress reports are uploaded to Parent Portal regularly and discussed during parent-teacher conferences that will be scheduled as needed. **It is the responsibility of the parent to check their child's progress by accessing their Parent Portal account.** Parents should communicate regularly with teachers and are encouraged to schedule additional parent-teacher conferences.

### **Report Cards**

Report Cards are posted at the end of each quarter. The quarterly report cards will be uploaded to Parent Portal and followed up with a parent teacher conference, if necessary.

### **Retention**

Any student who receives a failing grade in Mathematics, Reading and Language Arts may be retained.

Any student with a final average lower than a 59 in three subject areas may be retained.

Any student who accrues more than 20 absences may be retained.

Parents will be notified in advance.

### **Standardized Testing**

Students in grades 2-8 take the Terra Nova Standardized Achievement Test.  
Students in 5<sup>th</sup> and 8<sup>th</sup> grade take the Assessment of Catechesis/Religion Education (ACRE).

### **Student Service Hours**

Students in grades 5-8 are required to complete Service Hours as part of their Religion Curriculum. It will be counted as a Project grade in religion class.

5 <sup>th</sup> Grade	10 hours
6 <sup>th</sup> Grade	15 hours
7 <sup>th</sup> Grade	20 hours
8 <sup>th</sup> Grade	25 hours

### **St. Bartholomew ESE Program**

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

St. Bartholomew's program incorporates a diagnostic component to assess the learning needs of students while implementing the Student Learning Plan.

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

### **Section 504- Policy Statement**

St. Bartholomew Catholic School complies with the mandate of Section 504 of the Rehabilitation Act which prohibits discrimination on the basis of disability in certain programs and activities. Pursuant to the requirements of the Rehabilitation Act, St. Bartholomew Catholic School will make those minor adjustments that can accommodate students with disabilities to the school's educational programs and activities.

The school's designated 504 Coordinator and contact information is Marcey Ayers, (305)762-1019. Parents with questions regarding the school's disability accommodations or related items should contact the 504 Coordinator.

Parents may file a grievance as to any decisions related to a disability accommodation and request an internal hearing and review by sending a written notice addressed as follows:

Donald Edwards, ED. D  
Archdiocese of Miami  
Associate Superintendent of Schools  
9401 Biscayne Blvd.  
Miami Shores, FL 33138

The internal hearing and review will seek the prompt and equitable resolution of disability discrimination complaints.

## **ESE Placement**

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

- Initial parent meeting with the referring teacher, ESE Director and Counselor
- Classroom observation by the ESE Director and/or Guidance Counselor
- Screening by the ESE Director
- Completion of the intervention process
- Arrangement made by parents for public school psycho-educational testing or private Psycho-Educational testing. (Paperwork must be submitted to the school for verification)

Unless this process is completed and parents have the student tested for an official diagnosis of a learning disability, students will not receive any accommodations for any subject or standardized testing.

## **III. ATTENDANCE**

### **Absences**

When a student has been absent, the school requires a written note from the parent or guardian be submitted to the homeroom teacher. After two consecutive absences, a doctor's note is required. Please see the attached form which is to be used for absence notes.

In order for an absence to be excused, a doctor's note is required.

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

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

However, a student who is absent from school more than 20 days in a year may not be promoted to the next grade or may not receive credit for courses in which this absence has occurred unless the Principal grants an exception and determines a way in which the student may receive additional instruction.

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

### **Attendance Codes**

A	Absent (Not present during homeroom or dismissed before 9:00 a.m.)
AE	Absent Excused (Doctor's note must be submitted to the office)
AU	Absent Unexcused (No doctor's note provided)
T	Tardy (Arrived after 8:00 a.m. but before 9:00 a.m.)
H	Half Absent (Arrived after 9:00 a.m. or dismissed before 1:00 p.m.)

### **Early Release of Students**

Because visitors will not be allowed in the building, students will not be dismissed early. If a student has an appointment during school hours, they will be encouraged to stay home and Live stream the instruction for the day.

### **Tardies**

Students are expected to be on the school grounds at 7:40 a.m. and in their assigned classroom by 8:00 a.m. as school begins promptly at 8:00 a.m. Students arriving to school after this time are considered Tardy. Habitual violation of the Tardy Policy is considered a serious offense that may result in disciplinary action.

All students arriving late must be accompanied by their parent into the office to receive their pass.

Excessive tardies may require an Administrative conference. The school reserves the right to report unexcused tardies to the Department of Children and Families.

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

## **IV. DISCIPLINE POLICY**

### **Anti-Bullying Policy**

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

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

#### **I. Definition**

- a. **Bullying** is the willful and repeated harm inflicted upon another individual which may involve, but is not limited to: teasing, name-calling, slurs, rumors, jokes, false accusations, intimidation, stalking, innuendos, demeaning comments, pranks, social isolation, gestures, cyber-bullying or other verbal or written conduct. Cyber-bullying includes the following misuses of digital technology: teasing, intimidating, or making false accusations about another

student by way of any technological tool, such as sending or posting inappropriate email messages, instant messages, text messages, digital images or website postings (including blogs and social network sites). Bullying reflects a pattern of behavior, not a single isolated incident.

- b. This definition includes students who either directly engages in an act of bullying or who, by their behavior, support another student's act of bullying.

## II. Scope

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

## III. Reporting Complaints

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

## IV. Disciplinary Action

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

False reports or accusations of bullying also constitutes a violation of this policy and may subject the offending party to appropriate remedial action which may include, but is not limited to, the assessment of costs incurred by the school in its investigation and review of any reports deemed to have been made in bad faith.

### **Cheating/Plagiarism Policy**

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

Anyone caught cheating; copying homework, class work or exams, or giving such material to other students may be subject to disciplinary action.

### **Computer Use Policy**

The school may provide its administrators, faculty and students with access to computers and various information technology resources including email and Internet access in order to enhance the teaching and learning environment of the school and to improve the school's operations.

Students must use these resources in a responsible, ethical, and legal manner in accordance with the mission of the school and the Catholic teachings. Therefore, students must abide by the following general rules of conduct:

1. Respect and protect the privacy of others;
  - a. Use only assigned accounts and passwords;
  - b. Do not share assigned accounts or passwords with others;
  - c. Do not view, use or copy passwords, data or networks to which you are not authorized;
  - d. Do not share or distribute private information about yourself or others.
2. Respect and protect the integrity, availability, and security of all electronic resources;
  - a. Observe all network security practices;
  - b. Report security risks or violations to the school principal;
  - c. Do not vandalize, destroy or damage data, networks, hardware, computer systems or other resources;
  - d. Do not disrupt the operation of the network or create or place a virus on the network;
  - e. Conserve and protect these resources for other students and Internet users.
3. Respect and protect the intellectual property of others;
  - a. Do not infringe on copyright laws including downloading or copying music, games or movies;
  - b. Do not install unlicensed or unapproved software;
  - c. Do not plagiarize.
4. Respect the principles of the Catholic school;
  - a. Use only in ways that are kind and respectful;
  - b. Report threatening or discomforting materials to the school principal;
  - c. Do not access, transmit, copy or create materials that violate the school's code of conduct (such as indecent, threatening, rude, discriminatory or harassing materials or messages);
  - d. Do not access, transmit, copy or create materials that are illegal (such as obscene, stolen, or illegally copied materials or messages);
  - e. Do not use the resources to further any other acts that are criminal or violate the school's code of conduct;
  - f. Do not use the resources for non-educational purposes such as visiting chat rooms, social websites or networks like My Space or Facebook;
  - g. Do not send spam, chain letters or other mass unsolicited mailings;
  - h. Do not buy, sell, advertise, or otherwise conduct business or political campaigning without prior written approval from the school's principal.
  - i. Do not engage in any form of Cyber bullying.

### **Supervision and Monitoring**

The school and its authorized personnel may monitor the use of information technology resources to help ensure that users are secure and in conformity with this policy. The school reserves the right to examine, use, and disclose any data found on the school's information

networks or on any technological devices used by students on campus in order to further any administrative concern. It may also use this information in disciplinary actions and may furnish evidence of a crime to law enforcement.

### **Unacceptable Use of Outside Technology**

The school expects students to use information technology (including, but not limited to, the Internet, email, instant messaging and text messaging) in a responsible and ethical fashion in compliance with all applicable laws and with Christian moral principles, both in and out of the school setting. Accordingly, students may not post, place, upload, share, or communicate any images, photographs, statements or inferences relating to or including profanity, vulgarity, indecency, illegal use of drugs, illegal use of alcohol or other illegal or illicit activities. Additionally, students may not use information technology for the purpose of defaming, threatening, teasing or harassing any other student, staff member, parent, faculty member, or other person. This includes, but is not limited to, communications on social networks such as My Space and Facebook. In addition, this rule applies to communications both during the school year and while students are on vacation or summer breaks. Students are responsible for all materials and communications made on personal websites and social networks and the materials and communications should be consistent with Christian moral principles, including any materials or communications posted on their sites by other individuals. Moreover, any unauthorized use of the school's name (or common names associated with the school) or any likeness or image of the school or its employees or agents is strictly prohibited.

### **Consent**

Many technological devices used at school have the capacity to generate audio recordings, video recordings, photographs and other similar reproductions of images, likenesses, and or sounds. The use of any such recordings and reproductions is governed by school policy. Parental/Guardian execution of this Handbook constitutes an express consent and waiver as to any such recordings and reproductions incidental to the use of any technological devices on school property or at school events.

### **Consequences for Violations**

A violation of these rules may result in disciplinary action, including the loss of a student's privilege to use the school's information technology resources and any additional consequences at the principal's discretion including expulsion.

### **Conduct**

Students and parents are expected to behave consistent with the mission, philosophy and spirit of the school and the moral teachings of the Catholic faith as determined by the Archbishop of the Archdiocese of Miami. Because the school cannot anticipate all conduct that violates this policy, it reserves the right to take any form of (1) student disciplinary action, including expulsion, and/or (2) restrictions against any behavior that violates this policy, even if not specifically stated in this handbook

### **Drug and Alcohol Policy**

The use or possession of illegal drugs or illegal mood altering substances, alcoholic beverages, drug-related paraphernalia, or the abuse of prescription or over the counter drugs by any student

on school property or while attending or participating in any school sponsored activity or at any time the student is wearing a school uniform is forbidden. Transgression of this rule will result in disciplinary action, which may include expulsion from the school, even for a first offense. Any student selling drugs on school property or at school functions may be immediately expelled.

The school is committed to a drug-free environment. This commitment may, under some circumstances, prompt a need for testing of students for evidence of substance abuse. It may also involve the use of drug dogs and other methods in the discretion of the school administration which seek to deter the use and/or distribution of illegal drugs or alcohol.

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

At times, the school may choose to conduct random drug testing of the student body at the parents' expense.

A school may conduct random searches as set forth in this handbook.

### **Harassment and Discrimination**

The school is committed to providing an environment that is free of discrimination and harassment. In keeping with this commitment, the school will not tolerate harassment or discrimination on the basis of a person's protected status, such as gender, color, race, ancestry, national origin, age, physical disability, mental condition, marital status, veteran status, citizenship status. All employees, faculty members and students are protected under this policy. In addition, this policy applies to all conduct occurring on school grounds, at assignments outside the school, or at school-sponsored events. All students are responsible for helping to assure that any harassment or discrimination is reported. If a student witnesses or learns of any conduct that violates this policy, the student must immediately report the incident to his/her principal. If, however, the principal is the individual who is believed to have engaged in the inappropriate conduct, the student should notify the Superintendent of Schools of the Archdiocese of Miami. If an investigation reveals that inappropriate conduct has occurred, the school will take corrective action based on the circumstances.

### **Public Display of Affection**

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

### **Sexting**



The electronic transmission or receipt from one minor to another of any photograph or video that depicts nudity may constitute illegal sexting. Students engaged in sexting will be subject to serious disciplinary consequences which may include expulsion from school. In addition, the school administration may report instances of sexting to the Florida Department of Children and Families or local law enforcement for appropriate investigation as to violations of law.

### **Smoking/Vaping**

It is a violation of Florida law for any minor to knowingly possess any tobacco product, nicotine product, or nicotine dispensing device. In addition, the use of tobacco products, electronic cigarettes, and vaping carry known health risks that can be very serious. The use of any tobacco products, electronic cigarettes, and/or vaping in any form is prohibited on school property and at any school events. Violation of this policy will result in disciplinary consequences which may include expulsion from school.

### **Threats of Violence (amended)**

Students are prohibited from making threats of violence. Students whose verbal or written comments, including electronic messages, pictures or posts on social media, that threaten serious bodily harm to another student, him/herself, a member of the faculty or staff or the destruction of property or whose behavior otherwise demonstrates they may pose a threat to the safety of the school, may be subject to disciplinary action including but not limited to:

- a. Immediate suspension or expulsion from the school, at the school's discretion;
- b. Treatment or consultation by a psychologist or psychiatrist at the parents' expense and/or by the school counselor, both of whom may be asked to submit a written evaluation; and/or
- c. If allowed to return to school, the child may be placed on probation with an indication that, should a similar threat occur, the child will be expelled from school.

This policy applies whether such threats or misconduct were made intentionally, unintentionally, or with or without ill will. Such misconduct may also violate Florida law and may subject the student to criminal proceedings. At all times, the school will cooperate with law enforcement investigations and maintains the discretion to contact law enforcement at any time.

Students and parents should immediately report any threats of violence or other concerning behavior that may suggest an individual intends to commit an act of violence.

### **Weapons Policy**

Weapons are not permitted anywhere on school grounds or at any school activity. Any student who brings a weapon to any school activity, who is in possession of a weapon, or who threatens others with a weapon may be expelled from the school. Any item used to threaten or cause bodily harm may be considered a weapon.

## **V. DISCIPLINARY PROCEDURES**

### **Minor Violations**

When a student commits a minor violation, he/she is issued a note, as well as a phone call home. These notes serve as communication between the teacher and the parent. Once a student has accumulated three (3) notes and phone calls, he/she will receive a notice to serve a detention and/or a parent conference may be scheduled.

Minor violations are as follows:

- Chewing gum
- Eating outside the cafeteria
- Failure to comply with school, classroom, church or cafeteria rules
- Failure to return a signature of a parent or guardian on important papers by the time assigned (i.e. notices, communication folders, etc.)
- Violation of Uniform Policy
- Bringing prohibited items to school
- Disruptive/Uncooperative Behavior

### **Major Violations**

When a student commits a major violation, he/she is automatically issued a Disciplinary Notice. These notices involve the administrative staff.

A Disciplinary Notice may result in the assignment of a detention, internal/external suspension, probation and/or expulsion. The school reserves the right to suspend or expel a student whose behavior is a detriment to the school.

Detentions may be assigned during lunch or after school hours. Students are to be picked up promptly at the end of a detention if held after school. Students not picked up will be sent to the After Care Program and a fee will be incurred. Failure to comply with a detention will result in other disciplinary measures.

Major Violations are as follows:

- Destruction of school property
- Association with alcohol or drugs
- Cheating/Plagiarism
- Disrespect for, or an impertinent attitude toward any member of the faculty, staff, or student body
- Fighting (all parties will receive punishment)
- Bullying or making threats against a student, parent or faculty member
- Forging of any signature
- Obscene materials; possession and distribution of materials which are contrary to common decency and morals
- Stealing
- Smoking
- Failure to report for detention
- Truancy/Skipping class

- Harassment of any kind towards students, parent, or faculty members
- Possession of any perceived weapon or potentially dangerous item
- Public display of affection
- Posting inappropriate items, comments, etc. on the internet
- Perceived threatening of any member of the faculty or student body or of any parent

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

Any conduct whatsoever, both in or out of school, by a St. Bartholomew Catholic School student that is not in keeping with the philosophy/objectives of St. Bartholomew Catholic School, which the school administration considers detrimental either to the student, to the other students, or to the school itself shall be deemed and accepted by all parties concerned as adequate cause for strict disciplinary action. This includes suspension of the student from classes and/or campus for a stated period, and/ or expulsion of the student from the school for the balance of the academic year without re-admission privilege or refunding of tuition. The administration reserves the right to terminate all relationships with the student at any time during the academic year when by the decision of the Principal and/or Pastor, such student/school relationships are no longer mutually beneficial.

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

### **Search and Seizure Policy**

The principal and his/her designee has access to any handbags, electronic devices, cell phones, book bags, desks, or any other object that is brought onto the campus of the school or any school sponsored event, and may remove or confiscate any object which is illegal or contrary to school policy.

## **VI. UNIFORM POLICY**

Students are to be in complete uniform every day. A student who is out of uniform will be asked to call home to have the parents bring the proper uniform. If this cannot be done, the student will not be allowed to go to class. **Uniforms must be purchased at Flynn O'Hara. School PE T Shirts are ordered through the school's main office. Any exceptions must be approved in writing by the administration.**

### **Girls:**

PK-5 <sup>th</sup> Grade	Royal Blue or White Polo (short or long sleeve) with school logo
	Navy Slacks (worn with a plain black belt)
	Navy & White Plaid Skort
	Plain white socks or black socks
	Solid Black Shoes or Sneakers (no glitter, no lights, no wedges, no wheels)

6<sup>th</sup>-8<sup>th</sup> Grade      Royal Blue or White Polo (short or long sleeve) with school logo  
Navy Slacks (worn with a black belt)  
Plain white or black socks  
Solid Black Shoes or Sneakers (no glitter, no lights, no wedges, no wheels)

PE-                      PE Shirt (sold in the office)  
Royal Blue Gym Shorts  
Royal Blue Sweatshirt (without hood)  
Royal Blue Sweatpants

Cold Weather Attire- Only the sweaters and jackets sold at Flynn O'Hara are allowed. Students are allowed to wear Navy blue cardigan sweaters as an alternative.

**Boys:**

PK-K                    Royal Blue or White Polo (short or long sleeve)  
Navy Pull On Pants  
Plain White Socks  
Solid Black Shoes or sneakers (no lights, no wheels)

1<sup>st</sup>-8<sup>th</sup> Grade      Royal Blue or White Polo (short or long sleeve)  
Navy Blue Pants (to be worn with a plain black belt)  
Plain White Socks  
Solid Black Shoes or sneakers (no lights, no wheels)

PE-                      PE Shirt (sold in the office)  
Royal Blue Gym Shorts  
Royal Blue Sweatshirt (without hood)  
Royal Blue Sweatpants

Cold Weather Attire- Only the sweaters and jackets sold at Flynn O'Hara are allowed. Students are allowed to wear Navy blue cardigan sweaters as an alternative.

**Nails:**

Girls                    Nails must be clean and neatly kept

Boys                    Nails must be kept clean and neatly trimmed

**Jewelry:**

Girls                    One set of earrings  
Watch (Smart Watches are not allowed)

Boys                    No earrings  
Watch (Smart Watches are not allowed)

## **Make-Up**

Anything containing color, such as, mascara, eye liner, lip gloss, etc. are not allowed.

## **Dress Down Attire**

On days designated as dress down days, the students are allowed to wear jeans, sneakers and a shirt that matches the designated theme or colors (flyers are sent out in advance). **Students are not allowed to wear shorts or capris.** Students must pay the advertised price in order to participate in a Dress Down day. Students not participating must wear their full school uniform. Students are to be in complete uniform every day. A student who is out of uniform will be asked to call home to have the parents bring the proper uniform. If this cannot be done, the student will receive a note home

- Team jerseys may only be worn on the designated game days for that team. Team shorts should not be worn to school.
- Compression pants are not allowed to be worn to school.
- Club shirts may only be worn on meeting days or on days which the club is sponsoring an event.
- Shoes should be solid black shoes or sneakers. Unless they are Penny Loafers, they must have laces.
- Boys must wear belts daily.
- The only sweaters/jackets that are allowed to be worn are the sweaters and jackets purchased at Flynn O'Hara, the school Athletic jackets or a navy blue cardigan.

## **VII. FINANCIAL OBLIGATIONS**

The satisfaction of all financial obligations to the school, including tuition and fees, constitutes a material condition for continued enrollment in the school. The school may disallow students from taking quarterly, semester, or final examinations if the parents or legal guardians fail to meet any financial obligation to the school. In addition, the school may withhold the issuance of transcripts or any other student records and/or disallow participation in or access to school activities, and/or disenroll the student if any financial obligations are not met.

### **Financial Policies**

Our school uses an automated debit system which will debit your account or credit card on the designated date of each of month. **All families are to be enrolled in the FACTS Management System** ([www.factsmanagement.com](http://www.factsmanagement.com)).

In the event of a natural disaster, disease outbreak, or any other circumstances which in the judgment of the school administration make it unfeasible, unsafe, or otherwise imprudent to continue campus-based education, school educational programs shall resume as soon as practical by way of distance learning and/or other methods adopted by the school administration and faculty. Due to the school's continuing financial obligations related to its operations, there will be no suspension, reduction or refund of tuition in these circumstances.

The following policies regarding fees must be enforced:

- Application, registration and tuition fees are **non-refundable**.
- Registration must be paid prior to the first day of school.
- Student records are not released unless the family account is current.

If your debit is rejected for insufficient funds, the family will incur a \$30 NSF fee.

Tuition payments are due on the scheduled day of the month from August through May. There will be a \$35 Late fee to tuition if payment is not made on time.

Incidental charges such as Before/After Care will incur a \$35 late fee if not paid by the due date.

Families with students who are graduating or not returning must have accounts cleared before being issued records.

St. Bartholomew reserves the right to convert paper checks into electronic debits that may be deducted from your account as early as the same day. Therefore, please be sure that you have sufficient funds in your account to process the transaction. Please note you will not receive your regular check back. For security reasons, the original check will be destroyed.

It is important that each family realize its financial obligation and pay accordingly. In all matters of tuition and fees, the parents must first meet with the school's Business Director.

### **Outstanding Debt**

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

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

## **VIII. SCHOOL POLICIES**

### **Arrival and Dismissal**

#### **Arrival**

Students are to be on the school grounds at 7:40 a.m. Any child arriving before 7:40 a.m. will automatically be placed in Before Care and the parent will incur a \$5 fee per day. Running, playing ball, and similar activities are not permitted in the morning. No student will be allowed in the school building without direct supervision from the before care personnel. At 8:00 a.m. the bell will ring signaling the beginning of school with prayer and announcements.

Parents **MUST** remain in their vehicles and follow the car line until students enter the building. Parents are not allowed in the school building unless conducting business in the office.

### **Before & After Care**

We have a program available for the needs of our parents to drop their children off before the official drop off time of 7:40 a.m. Before Care is open from 7:00 a.m.-7:40 a.m. Students must be walked in to the building where they will be received by the Before & After Care Director, Mrs. Mercedes Brown. The fee for Before Care is \$5.00 per day.

After Care is provided for families that are unable to pick their children up at regular dismissal times (PK-2<sup>nd</sup> Grade 2:30 p.m. and 3<sup>rd</sup>-8<sup>th</sup> 3:00 p.m.). All students remaining in the classroom, at the conclusion of dismissal, will automatically be placed in After Care. When being picked up from After Care, they must be signed out by the person picking up. The fee for After Care is \$10 per day or \$15 on Early Release days. **After Care ends at 6:00 pm. Children not picked up by 6:00 pm may incur a fee and may be ineligible for continued use of the After Care program.**

We will be asking you to register your children for Before and/or After Care. This form must be filled out by all families.

Should you need to reach the Before/After Care staff directly, please call (954)629-6842.

### **Dismissal**

All cars entering for dismissal must use either the entrance off of Miramar Parkway (between the rectory and the church) or the entrance off of University Drive.

Dismissal times will be staggered:

11:00 a.m.	PK through the front
2:30 p.m.	K-2 through the front
3:00 p.m.	3-4 through the front
3:00 p.m.	5-8 <b>with siblings in lower grades</b> through the front
3:00 p.m.	5-8 through the back

#### Dismissal Procedures:

1. Students will remain in their homeroom
2. Parents will display placards on their dashboard
3. Parents picking up students in grade 5-8 turn after the Sacred Heart Center to proceed to the back
4. Parents picking up siblings or students in grades PK-2 pull up to the front of the building
5. A designated staff member will enter the student's name on Google Docs (five at a time)
6. Teachers will release students when their names are displayed
7. Students who have a signed Authorization to Walk Home form will be released after dismissal

For the safety and protection of the children, any student not picked up by 3:15 p.m. will automatically be placed into the After School Program and the parent will incur a \$10 fee per

day or \$45 for the week. Parents must report to the Parish Hall to pick up their child from After Care.

Students have an Early Release Day on the First Friday of each month in order to hold faculty meetings and trainings. Please arrange for the prompt pick up of your children or they will be placed in the After School Care Program at the expense of the parents. Early Release Day services are billed at the rate of \$15 per student.

### **Birthday Celebrations**

Individual student birthdays are not allowed to be celebrated in school.

### **Child Protective Investigations**

Florida law provides that any person who knows or has reasonable cause to suspect that a child is abused by a parent, legal custodian, caregiver or other person responsible for the child's welfare must report such knowledge to the Department of Children and Families (DCF). The school will cooperate with all child protective investigations by DCF or the local law enforcement agency. Reports should be made to Florida's Department of Children and Families by calling the Abuse Hotline at: 1-800-96-ABUSE (1-800-962-2873).

Child protective investigations by DCF or local law enforcement agencies sometimes include interviews of students at school and may occur without advance notice. When it is reasonably possible, the school will seek to notify the parents that their child has been asked to participate in a child protective investigation. The school may also request the presence of a school staff member during investigative interviews on school property. However, please note that, under Florida law, DCF and local law enforcement have the discretion to conduct unannounced interviews and to disallow school staff member's presence during these interviews.

### **Electronic Acknowledgements**

Periodically, the school may require that parents or guardians make electronic acknowledgements confirming the receipt and/or acceptance of various policies, procedures, notices, releases or updates. Any time a parent/guardian makes an electronic acknowledgement by clicking "submit" or "accept" on an electronic document, that individual is agreeing that he/she has read, understood, and agrees to be bound by the contents of the electronic document. Electronic acknowledgements and signatures are valid and binding and may serve as consent to the contents of any electronic communication. Parents and guardians are responsible for reviewing the contents of any electronic document prior to making any electronic acknowledgements. In addition, **Parents/Guardians, by executing the acknowledgement of receipt of this Handbook, HEREBY AGREE** to receive and be bound by electronic acknowledgements.

### **Emergency School Closings**

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



In the event of a natural disaster, disease outbreak, or any other circumstances which in the judgment of the school administration make it unfeasible, unsafe, or otherwise imprudent to continue campus-based education, school educational programs shall resume as soon as practical by way of distance learning and/or other methods adopted by the school administration and faculty. Due to the school's continuing financial obligations related to its operations, there will be no suspension, reduction or refund of tuition in these circumstances.

### **Field Trips**

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

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

Archdiocesan policy not only discourages field trips that extend beyond school hours for elementary schools, but also forbids overnight field trips for elementary schools.

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

**Siblings of students attending field trips are not allowed to attend. This includes meeting the class at the field trips. There will be NO Exceptions to this policy.**

### **Fundraising**

No student may solicit funds in the school's name unless such solicitation has been authorized in writing by the principal.

### **Lost and Found**

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

### **Lunch Program**

**All lunches must be pre-paid through our FACTS Tuition and Fees Management system.**

1. Students will have the opportunity to bring or buy lunch.
2. School lunch will be a boxed lunch and will be delivered to the classroom at their designated lunch time.
3. If a child forgets their lunch at home, lunch will be provided for that day.

4. **Parents may not bring any lunch items on campus throughout the day.**
5. All students will be eating lunch in their homeroom class.

**Lunch deliveries are not allowed.**

### **Medication Guidelines**

Except, as authorized by the school, students are not permitted to carry or distribute any prescription or non-prescription drugs or treatments, including aspirin, on the school grounds or at any school function. The administering of medicine to a student outside the doctor's office or a health institution is a parental responsibility and should only be delegated to school personnel when necessary and authorized by the school. Parents should ask their physicians if it is possible to prescribe medication so it can be administered at home. Only when necessary will the school allow the administration of medication on campus, and only under the following guidelines:

- An authorization form must be completed and submitted by a parent or legal guardian of the student. The name of the medication and dosage should be indicated on the form.
- Medications to be dispensed at school should be labeled with the child's name and the exact dosage. The name and telephone number of the physician should also be on the label.
- While the school may monitor a student taking the medication, the school will not remind students to come and take their medication.

Exceptions to this policy may be made for the use, supply and administration of an Epinephrine auto-injection (Epi-Pen), or as otherwise authorized in writing by the school. In particular circumstances, the school may agree to administer medication or otherwise provide health care interventions that go beyond a minor adjustment for a particular student. In those cases, Parents hereby release the school, the Diocese, and their corporate members, officers, employees, affiliates, and agents from any claims or liabilities that allegedly arise from or are related to the provision of those health care interventions that are beyond minor adjustments.

### **Money Collection**

Whenever parents send money to school for such things as lunch, school yearbook, class pictures, field trips, etc., **students are to bring the money to the school office.** All payments should be in a sealed envelope and marked with the student's name, grade, date sent and payment type. Exact amount should be sent as change is not always available.

### **Notification of Rights under FERPA**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the students' education records.

These rights are:

- The right to inspect and review the students' education records within 45 days of the day the School receives a request for access.

Parents or eligible students should complete the Request for Release of Student Records and submit it to the School principal (or appropriate school official) identifying the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

- The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the School to amend a record should write the School principal (or appropriate school official), clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person or company with whom the School has contracted as its agent to provide a service instead of using its own employees or officials (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5920

### **Parental Cooperation**

The school views the education of a student as a partnership between the parents and the school. Parents and students are expected to comply with the school rules and policies, and to accept and support the authority of school officials whether it is at school events, on or off school campus, or on social media or other public forums. Just as a parent can withdraw a child from the school if desired, the school has the right to disenroll a student if it determines at its discretion that the parent or student partnership with the school is irretrievably broken.

### **Parking Policies**

All cars must park in the main parking lot which is located in the front of the school. Parents should not leave their cars unattended in the Fire Lanes in front of the building. Parents should not stop in Handicapped spaces unless in possession of a Handicap Permit.

### **Participation in School Athletics or Organizations**

The school recognizes the following sports, activities and clubs:

#### **School Clubs:**

Beta Club  
Student Council  
Safety Patrols

#### **Major School Activities:**

Feast of St. Bartholomew Mass  
Fall Fun Day  
Christmas Program  
First Reconciliation  
Buccaneer Day  
First Communion  
Parish Picnic  
Graduation

**Dances:** As scheduled

#### **Athletics:**

Varsity Basketball  
Varsity Cheerleading  
Varsity Soccer  
Varsity Volleyball  
Track & Field

Parents acknowledge that participation in these sports, activities, or clubs may be inherently dangerous and, the school cannot ensure the safety of all students involved in its activities and programs.

Prior to participation in any sport, each student must complete the Parent Consent and Release of Liability form and a physician's certificate to the effect that the student is physically fit for participation in the sport. Participation includes pre-season conditioning, open gym, tryouts and practice. **Parents, by executing this acknowledgement of receipt of this Handbook, HEREBY RELEASE the school, the Archdiocese of Miami, and their corporate members, officers, employees, and agents, from any claims or liabilities that allegedly arise from or are related to participation in any sports, leagues, clubs, activities, or volunteer service hour programs.**

The school is not responsible for student participation in any sports, leagues or clubs not identified above. Parents hereby acknowledge that students who participate in any such program or activity do so at their own risk. Parents further acknowledge that the school does not control or sanction any such program or activity and that it shall not be held liable for any injuries or damages sustained by students or others arising from participation in such programs or activities.

### **Eligibility to Participate in Athletics**

Student athletes are representatives of the school and must maintain high standards of excellence. Extra-curricular activities, specifically athletic activities, are an essential part of a student's experience at school. In order for students to be eligible to participate in sports the following guidelines must be adhered to:

- Students may not have any D's or F's and/or a combination of 10 Notes Home/Discipline Notices (which includes Uniform notices) to be eligible to try out
- Once on the team, students with a D or F or have 5 or more Notes Home during the sport season will be benched for one game
- Students may not participate in any athletic event if they are absent on the day of the event

### **Play Like a Champion**

Any parent who wishes for their child to participate in athletics must complete the Play Like a Champion training.

Play Like a Champion curriculum will be incorporated into the Physical Education class for Middle school students.

### **Private Tutoring, Coaching or Lessons**

Except as specifically noted in this handbook, the school does not sponsor, oversee or otherwise provide private tutoring, coaching, therapy or other similar private lessons or services. Parents who engage school staff members for the provisions of these services do so at their own risk and expense and are hereby advised that such services are outside the scope of the staff members' employment with the school. **Parents, by executing the acknowledgement of receipt of this Handbook, HEREBY RELEASE the school, the Archdiocese, and their corporate members, officers, employees, affiliates and agents from any claims or liabilities that**

**allegedly arise from or are related to the provision of private tutoring, coaching, therapy or other similar private lessons or services, regardless of where they may occur.**

### **Safe Environment Program**

All parents, guardians, relatives, faculty, staff and clergy who work or volunteer with children in any capacity including driving for field trips and helping in the school must adhere to the Diocesan Safe Environment Program regulations by being Safe Environment trained and fingerprinted. Fingerprinting is renewed every five years and must be done through the approved vendor of the Archdiocese of Miami. Fingerprint records from any other source will not be accepted. Only parents who have received VIRTUS training and received fingerprint clearance will be allowed to work with our students.

### **School Sponsored Events**

The school does not sponsor, oversee, or in any way control parties or social functions at private residences. School-sanctioned events including all field trips, excursions or parties, are specifically identified in this Handbook or are identified in the school calendar and/or in written notices generated and distributed by the school.

**Parents, by executing the acknowledgement of receipt of this Handbook, HEREBY RELEASE the school, the Archdiocese of Miami, and their corporate members, officers, employees, affiliates and agents, from any claims or liabilities that allegedly arise from or are related to attendance at parties or social functions at private residences or from participation/attendance at events not identified in the school calendar or in written notices from the school, including field trips, excursions, or parties.**

Students engaged in conduct that is contrary to the mission and philosophy of the school may be subject to disciplinary action regardless of whether the conduct occurred at a school-sponsored function.

### **School Dances**

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

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

Any student not complying with school regulations, including being in possession of any of the prohibited items listed in this handbook will be asked to leave the premises.

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

### **Scouts-Girls and Boys**

We provide a meeting place for scouting groups for boys and girls of elementary school age at St. Bartholomew. Scouting is an integral way of building community and friendships. For information regarding the Scouts you may contact the rectory at (954)431-3600.

### **Teacher Conferences**

Effective communication between parents and teachers is important to the success of St. Bartholomew Catholic School and its students. Conferences with teachers **MUST** be arranged **BEFOREHAND** by sending a note to the teacher or calling the school office to arrange the conference. Please allow 24 hours for Faculty/Staff members to respond to phone calls, emails or messages.

**In the interest of students, “instant conferences” should not be attempted. Teachers are responsible for the instruction and supervision of students during school hours and cannot be expected to meet with parents during instructional time. Teachers should not be stopped in the parking lot, as they have to report to their classrooms on time.**

### **Testifying in Divorce or Custody Proceedings**

The Catholic Church recognizes marriage as a Sacrament. In the Union of Christian spouses, the sacrament of Matrimony celebrates the relationship of Christ to the Church. Therefore, the school strongly supports the sacrament of matrimony as the foundation of family life and of the domestic Church. In recognition of the importance of the matrimonial sacrament to the Catholic faith, parents agree not to compel the attendance, testimony, or deposition of any school or church employee in any divorce, custody, or other legal proceedings which may in any way involve the dissolution of marriage or the determination of parental/custody rights.

In the event that a parent or legal guardian breaches this policy, any school or church personnel who are required to attend legal proceedings may be represented by an attorney. In addition, any and all legal fees and costs incurred by the school will be charged and become the responsibility of the parent or legal guardian.

### **Transportation Arrangements**

Parents hereby acknowledge and agree that the school does not provide or arrange for student transportation to or from school, except as specifically set forth in writing by the school. Student transportation to and from school each day is a parental responsibility. The school does not authorize or endorse any private transportation arrangements. In limited and documented circumstances, a parent may engage a commercial transportation company to transport a student from school; however, any such engagement requires the written authorization of the school and the execution of school documents allowing for such arrangement.

### **Use of Electronic devices**

Students are not allowed to use cell phones while in school. Any cell phone being used may be confiscated. If parents need to reach their child during school hours, you should call the school office.

Students in grades K-8 will receive a Chrome book for academic use. These devices are property of St. Bartholomew Catholic School.

Failure to return the device and any accessories provided in good working order may result in a fee being charged for the cost of repair or replacement.

### **Use of Photos**

The school reserves the right to use student or parent photos in any school or Archdiocesan publication including, but not limited to print publications, videos, or websites including Facebook, Twitter and other social media websites. Any parent who does not want his or her child's picture or video to be used accordingly must notify the school's principal in writing prior to the beginning of the school year. **By executing this acknowledgement of receipt of this Handbook, Parents HEREBY CONSENT, authorize and grant permission to the school, the Archdiocese of Miami, and their agents, employees or duly authorized representatives to photograph or video tape students and parents and CONSENT to their publication for any purpose deemed proper by the school, including, but not limited to, use on the internet. Additionally, Parents, by executing this acknowledgement of receipt of this Handbook, HEREBY RELEASE the school, the Archdiocese of Miami, and their corporate members, officers, employees, and agents, from any claims or liabilities that allegedly arise from or are related to the use of student or parent photos.**

### **Visitors**

Visitors and volunteers will not be permitted on campus in the Fall.

If a visitor or volunteer must enter campus:

- They must first call the office for clearance.
- They must wear a mask at all times.
- They must sanitize immediately upon entering the building.
- They will only be allowed in the front office.
- They must complete wellness temperature checks and the self-screening form that is kept in the front office.
- 

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

### **Volunteers**

Any adult that wishes to volunteer must follow the regulations below:

- Be age 21 or older
- Complete the ADOM Volunteer application
- Complete the fingerprinting clearance required by the ADOM
- Complete VIRTUS training and maintain the account status as active and up to date (once trained the certificate must be brought to the office).

Unless all of these have been completed, adults may not be allowed to chaperone on field trips or participate in other on campus activities.



## **IX. COVID-19 POLICIES AND PROCEDURES**

This plan has been promulgated to assist with preventing the spread of COVID-19; however, COVID-19 has been declared a worldwide pandemic by the World Health Organization and is extremely contagious. The Archdiocese cannot guarantee that an employee, student, volunteer, contractor or other campus visitor will not become infected with COVID-19. This Plan, and any other related policies and procedures, may be revised at any time with or without prior notice and the specific provisions may be subject to the discretion of the Superintendent of Schools and School Principals. This Plan may differ from other entities within the Archdiocese of Miami due to varying local laws and the unique nature of the services and population that each entity serves.

Attendance at school and participation in school activities pose some risks including the transmission of COVID-19. Although the school has taken various measures to reduce the transmission, the possibility of infection from COVID-19 or other communicable diseases is nonetheless present. Parents expressly assume such risks by allowing their children to attend school and to participate in school activities and/or by coming onto the school campus and attending school activities themselves.

I hereby authorize my child(ren) to use the digital platforms, tools and applications selected by St. Bartholomew Catholic School to support the Virtual Learning Program including, but not limited to Zoom, G Suite, Plus Portals, Clever, Renaissance Learning, Khan Academy, etc. I understand that these third-party platforms often include video and audio conferencing, recording, and other forms of electronic communication. This Virtual Learning Plan as well as those school directives and requirements related to this program of study may be amended at any time at the sole discretion of the school with or without notice.

### **Aftercare**

Aftercare will only be available if on-campus instruction is available. Parents will be required to register for aftercare services.

### **Arrival and Dismissal Procedures**

1. Parents must enter the parking lot through the entrance on Miramar Parkway or University Drive to drop off and pick up students.
2. Morning drop off will take place between 7:40 a.m. and 8:00 a.m.
3. All students will enter through the front of the building.
4. All students will report directly to their homeroom. Classroom doors will open promptly at 7:40 a.m.
5. Hand sanitizer stations will be available throughout the school. Hand sanitizer will also be available in every classroom.
6. Dismissal times will be staggered:

11:00 a.m.	PK through the front
2:30 p.m.	K-2 through the front
3:00 p.m.	3-4 through the front
3:00 p.m.	5-8 <b>with siblings in lower grades</b> through the front
3:00 p.m.	5-8 through the back

#### **Dismissal Procedures:**

1. Students will remain in their homeroom
2. Parents will display placards on their dashboard
3. A designated staff member will enter the student's name on Google Docs (five at a time)
4. Teachers will release students when their names are displayed
5. Students who have a signed Authorization to Walk Home form will be released after dismissal

### **Classrooms**

1. Desks will be separated and in rows facing the front of the room.
2. Students will remain in their homeroom throughout the day. Teachers will be rotating between classes.
3. Lunch will be eaten in the classroom at the students' desk.

### **Face Mask Requirements**

Faculty, staff, and students in PK - 8th grade will wear face masks while on campus.

### **Health Checks Done Daily**

1. Parent Responsibility: Ensure the student does not have flu-like symptoms, has not knowingly been around anyone COVID-19 positive, and understands physical distancing expectations.

2. Employee temperatures will be checked daily prior to entering the building.
3. Daily temperature checks of students and completion of self-screening forms prior to entering the building.

### **Lunch**

6. Students will have the opportunity to bring or buy lunch.
7. School lunch will be a boxed lunch and will be delivered to the classroom at their designated lunch time.
8. If a child forgets their lunch at home, lunch will be provided for that day.
9. **Parents may not bring any lunch items on campus throughout the day.**
10. All students will be eating lunch in their homeroom class.

### **Virtual Learning Expectations**

All students in grades K-8 will be provided a device to guarantee access to the required programs and platforms.

#### **Students:**

Students will work at a table or desk in a designated work space. This space should be free of noise and distractions

Students will attend all live sessions

Students will follow the school's dress code during live class sessions

Students will keep their cameras on throughout the required Zoom sessions

Students will submit all assignments by the established due dates

Students will demonstrate appropriate behavior during classroom discussions

Students will communicate with their teacher when additional clarification or assistance is required

Students will follow the ADOM Acceptable Use Policy and demonstrate Digital Citizenship

#### **Parents:**

Parents will communicate regularly with their child's teachers and staff

Parents will support their children with Virtual Learning

Parents will ensure that their child(ren) are actively engaged and learning

Parents will create a learning space and daily routine

Parents will regularly check the Parent Portal

Parents will participate in trainings, webinars, and or meetings sponsored by the school

Parents will support the community and prayer life of the school

Parents will adhere to the school's Attendance Policy

Parents will follow school policies for class assignments, homework, projects, tests as well as Academic Integrity

Parents will presume the best of teachers and school leaders

Parents will be sure their child(ren) eat breakfast and other meals

### **Attendance**

Attendance will be taken each day via Zoom at 8:00 a.m. Students must be present. Any student, who does not report, will be marked absent. Please note that scholarship attendance requirements will be monitored and reported.

Students who arrive after homeroom will be marked late.

**St. Bartholomew Catholic School  
Parent-Student Handbook Acknowledgement Form**

I, as Parent or Legal Guardian, acknowledge that I have read the entire contents of the Parent-Student Handbook and understand the consequences of any violations of the rules and policies of the school.

I agree to cooperate with the school in the interpretation and enforcement of the policies outlined in the Parent-Student Handbook. I also understand that the school has the ultimate authority over the administration of the school and the interpretation of the school's rules and policies. Moreover, I further understand that all of the school's policies whether written or verbal are only guidelines and are subject to change at the sole discretion of the school with or without notice.

I also hereby acknowledge that I have read and agree to the terms of the **RELEASES** outlined in the School Sponsored Events Policy, the Participation in School Athletics or Organizations Policy, and the Use of Photos Policy.

\_\_\_\_\_  
(Print Parent/Legal Guardian Name)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature Parent/Legal Guardian)

\_\_\_\_\_  
(Print Student Name)

\_\_\_\_\_  
(Grade)