



**St. Bartholomew School**  
**Parent/Guardian/Student Handbook**  
**School Year 2024-2025**

*The mission of Saint Bartholomew School is to love, educate and inspire  
our children to live the teachings of Jesus Christ.*

**St. Bartholomew School**  
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SBS 8/20/2024

August 2024

Dear Parents, Guardians, Students, Faculty, and Staff,

Welcome to the school year 2024-2025! This handbook is designed to help you become familiar with the procedures and policies of our school. Please read it thoroughly, then sign the signature page in all sections and return it to the School Office by **September 6, 2024**.

The children are our first concern, and to make optimum conditions for learning and growth possible, the contents of this handbook are extremely important. There have been some changes this year, and it is imperative that you are aware of all the information contained in it. The emphasis is on the welfare of the school community and safety, good order, and respect. Consistent adherence to and support of the Mission Statement of the school and Code of Conduct is expected by students, parents, and guardians. The contents of this handbook are in effect at all times and at all events when the student is representing St. Bartholomew School.

We are blessed with a community dedicated to the support of our school. Along with our Pastor, Associate Priest, Deacons, and Parishioners, we have a superb faculty and staff and enthusiastic parent/guardian base. Our Home School Association (HSA) provides opportunities for fundraising, socializing, and informational meetings. Additionally, our School Advisory Council (SAC) is comprised of parents/guardians and community members.

Although I need to be accessible to parents/guardians, please understand my primary consideration is for the students and their needs. *Therefore, I would appreciate your calling for an appointment when you have questions or concerns.* Also, e-mail is always an option: [tcraig@stbartseb.com](mailto:tcraig@stbartseb.com). When you contact me, please remember that the first question I will ask you is, "Have you spoken with the teacher regarding this matter?" Please first discuss concerns and problems with the person(s) most directly involved before contacting administration. Parents/guardians are responsible for reading and supporting school rules.

To communicate with our Faculty, please call the School Office or contact the Faculty through school e-mail. E-mails are accessible through our web page. We appreciate all our school matters be discussed via our school e-mails or phones. We ask our teachers to return phone calls and e-mails within 24 hours, excluding weekends. Grades are posted on PowerSchool. Please contact the School Office if you have questions about accessing PowerSchool.

Please ensure that you return your Family/Student Emergency Information Forms before the first day of school. Watch for news on our website at [school.stbartseb.com](http://school.stbartseb.com). Please read all communications weekly and request clarification if necessary.

We ask that students arrive at the school no later than 7:30 a.m. for Grades K-8. Classes for Grades K-8 begins promptly at 7:45 a.m. each day. Students are marked late if they arrive after 7:40 a.m. Pre-Kindergarten starts at 8:30 a.m. Students arriving after this time are considered tardy. Tardiness is distracting to teachers and students and students who are consistently late are missing important learning time and interrupt the learning of other students.

Thank you for entrusting us with your children. May God's blessing be upon all of us as we work for the good of His children. We are looking forward to a wonderful year.

Sincerely,

Mrs. Theresa Craig, M.Ed., Principal

## Memorare

REMEMBER, O most gracious Virgin Mary,  
that never was it known that anyone who fled to thy  
protection, implored thy help, or sought thy intercession  
was left unaided. Inspired with this confidence, I fly to thee,  
O Virgin of virgins, my Mother; to thee do I come; before  
thee I stand, sinful and sorrowful. O Mother of the Word  
Incarnate, despise not my petitions, but in thy mercy hear  
and answer me.

Amen.



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## **Introduction**

This handbook exists to foster the efficient operation of St. Bartholomew School. To meet this objective, the school administration is given flexibility and the ability to exercise discretion. In appropriate circumstances, the Pastor and Principal have the discretion to take actions other than those specified in the handbook. This handbook is not intended and should not be considered to create any additional rights for students or parents/guardians.

This handbook is subject to change at any time when determined to be necessary by the school administration. Administration reserves the right at any time to amend or add to the policies, rules, and regulations contained in this handbook, and to make changes applicable to current and new students when the situation dictates. If changes are made to the handbook, parents/guardians will be notified promptly via the Weekly Communication.

This handbook is intended to acquaint students, parents, and guardians with the philosophy, policies, programs, and regulations of St. Bartholomew School. Enrollment in the student body of St. Bartholomew School indicates the acceptance of these policies and regulations by the students and their parents/guardians. All are expected to be familiar with the contents of this handbook and abide by the rules set forth. Observance of the regulations outlined will create a more efficient and pleasant school environment that will be beneficial to all in the St. Bartholomew Community.

The education of students is a partnership between parents/guardians and the school. If, in the opinion of administration, that partnership is irretrievably broken, the school reserves the right to require parents/guardians to withdraw their child(ren).

## **General Information**

St. Bartholomew School was established in 1964 under the guidance of Monsignor J. Morgan Kelly. The Sisters, Servants of the Immaculate Heart of Mary, administered our school from its inception until 1996. Currently, the school is operated under the administration of the Reverend Thomas Walsh, Pastor, and Mrs. Theresa Craig, Principal.

St. Bartholomew School is a co-educational Catholic parish school serving the youth of Middlesex and Somerset Counties, staffed by parish clergy and laity. We enroll students from Pre-K to Grade 8. St. Bartholomew School is a smoke-free, vape-free, and nut-free facility.

## **Our Mission**

The St. Bartholomew School mission is to love, educate, and inspire our children to live the teachings of Jesus Christ.

## **Our Vision**

At St. Bartholomew School we seek to nurture the formation of the whole child socially, academically, spiritually, intellectually, and morally whereby students will construct knowledge in the context of doctrinally-sound faith. Each child will reach his full potential as a person created in God's image and will become a self-learner and life-long learner. Our students will graduate to become responsible, productive citizens with strong critical thinking and excellent academic skills who promote a spirit of charity, social justice, and love of God and others. An



overarching theme of academic optimism, equity, and excellence will prevail.

To accomplish these goals, students will experience a rigorous, relevant, comprehensive, standards-based curriculum delivered in partnership with the family, community, and a competent staff in a safe and nurturing environment. Best practices in instruction that is outcome-based will be provided in order to challenge all students to become purposeful, critical thinkers and productive group participants who will meet the challenges of the 21<sup>st</sup> century by applying and synthesizing knowledge. Curriculum will be student-centered, learning activities will be authentic, and content will be challenging and implemented through effective instruction. The classroom environment will be exciting, interactive, social, collaborative, and reflective in order for all students to continuously grow and achieve. Personalization of education will provide individual support to students. High performance expectations and an intellectually stimulating and innovative climate will inspire students to take risks and become a community of learners.

Because teaching and learning is the focus, the principal will be actively involved in instructional leadership and curriculum development. Open, authentic interactions will occur between the principal and teachers. Shared-decision making between faculty and administration will occur. Teachers will achieve professional autonomy. A collaborative environment and culture will result in constructive dialogue between teachers and administration in order to further the vision. Collegial leadership where we are guided by equality and fairness will nurture the ongoing climate of the school leading to positive interpersonal relationships among the members and effective operation of the school to ensure vitality and sustainability. An effective working relationship among teachers, students, parents, guardians, and administration and a visible presence of the principal will promote this positive working relationship.

Students will be prepared to lead a fulfilling and purposeful life where they will contribute to the common good. A climate of caring, trust, and respect rooted in the Gospel spirit of love, service, and charity will nurture the vision. The presence of a visible faith community rooted in Catholic tradition and enriched by celebrating liturgy, sacraments, prayer, and service opportunities will develop the catholicity.

The living of the vision everyday will promote the dignity and full development of students so they love learning and reach their full and unique potential and achieve academic excellence as people created in the image of God.

## **Philosophy**

Our teachers, striving to teach as Jesus did, are dedicated to the spiritual, moral, academic, and physical development of each child. Each child is valued as a child of God, and is encouraged to develop a positive image of himself/herself and others as they begin to live the Gospel message. Furthermore, our school is a place where students, faculty, and staff grow in the awareness that they are an important part of God's family, and that as members of God's family, they will be called upon to responsibly meet the challenges and needs of the world they live in. Here, within the context of a loving Christian environment, in which Christian principles can freely be woven into all areas of the curriculum, and where our school community can

worship God daily through prayer, service, and liturgy, the students and faculty grow closer to God and to the plan that He has for each of them.

As members of Jesus' Church, we are familiar with His command to "love our neighbor as ourselves," and that our neighbor is anyone in need. In response to Jesus' command to love, our students reach out to those in local communities and around the world. They respond to the call to share God's unconditional love for them with the less fortunate by donating time, food, clothing, money, toys, supplies, and service. These works of mercy further help raise the students' awareness of worldwide issues of peace and justice, involving the needs of others that go beyond their physical needs. In these ways, our students keep God's love alive in their lives and in the lives of others.

Our St. Bartholomew Family is a partnership of students, faculty, staff, parents/guardians, priests, deacons, Home School Association members, School Advisory Committee members, volunteer parents/guardians, and parishioners who are dedicated to the school and to upholding its ideals and principles. All members of this partnership are indispensable to the academic life of our school community.

Our academic purpose is to educate and inspire our students to become knowledgeable, aware young adults who can make valuable contributions and a moral difference to the world in which they live. Accordingly, St. Bartholomew School provides our students with a rich academic environment consistent with current educational practices. We provide an integrated curriculum, project-based learning, and an emphasis on higher-level thinking skills.

In order to accommodate the needs of all students, Compensatory Education classes and Supplemental Services are provided by the Educational Services Commission of New Jersey for those who need to benefit from remediation. Within the classroom, provision is made for differentiated instruction. By presenting such a comprehensive, diversified academic program, the uniqueness of our students' talents and needs is met so they can develop their skills to their full potential, while acquiring a genuine love and respect for learning.

## **What a Graduate of St. Bartholomew School Looks Like**

- Students are integrally formed in all aspects of their physical, moral, spiritual, and intellectual development.
- Students are taught responsibility and the correct use of freedom in order to prepare them for fulfilling God's calling.
- Students are cultivated in the intellectual, creative, and aesthetic faculties.
- Students pursue the integration of culture with faith.
- Students are instilled with a sense of responsibility and perseverance in the quest for knowledge.
- Students seek to know the value and nature of things and to appreciate the value of knowledge.
- Students use the lenses of truth, goodness, and beauty to evaluate a subject.
- Students become good persons with the disposition to do good.
- Students have a foundation of the good based on Jesus Christ, who is the perfect man.
- Students are faithful to the Mass, prayer, and sacraments and respond to the Baptismal call of discipleship.

- Students have a well-formed conscience so they may continue to live their faith and have the courage to make good moral choices.
- Students have a consistent and strong effort to reach their God-given potential.
- Students enthusiastically participate in extracurricular activities.
- Students aid in the development of community through service and outreach.

## Accreditation

St. Bartholomew School is accredited by Cognia Accreditation Commission.

## Management Plans

### Asbestos Management Plan

#### **Annual Re-notification Required by AHERA**

In accordance with the Asbestos Hazard Emergency Response Act (AHERA) and Federal Regulation 40 DFR Part 763, we are required to notify you that an Asbestos Management Plan (AMP) is currently in place. The AMP file contains all necessary documents ensuring compliance and covering activities such as periodic surveillance and 3 year re-inspections. The AMP file, located in the School Office, is available for review at any time. The designated person for all asbestos-related issues at St. Bartholomew School is Lisa Soga.

### Integrated Pest Management (IPM)

Annual notice of our IPM Plan is below. The complete plan is on file in our School Office, with Lisa Soga serving as the plan's coordinator. St. Bartholomew School adheres to all state directives involving IPM.

#### **Pest Management Policy for New Jersey Schools Adopted by St. Bartholomew School**

The New Jersey School Integrated Pest Management Act of 2002 requires schools to implement a school-integrated pest management policy.

The law requires the superintendent of the school district, for each school in the district, the board of trustees of a charter school, and the principal or lead administrator of a private school, as appropriate, to implement IPM procedures to control pests and minimize exposure of children, faculty, and staff to pesticides. St. Bartholomew School developed and maintains an IPM plan of the school's policy.

Implementation of IPM procedures will determine when to control pests and whether to use mechanical, physical, cultural, biological, or chemical methods. Applying IPM principles prevents unacceptable levels of pest damage by the most economical means and with the least possible hazard to people, property, and the environment.

Each school shall consider the full range of management options, including no action at all. Non-pesticide pest management methods are to be used whenever possible. The choice of

using a pesticide shall be based on a review of all other available options and a determination that these options are not effective or not reasonable. When it is determined that a pesticide must be used, low impact pesticides and methods are preferred and shall be considered for use first.

The IPM Coordinator is responsible for timely notification to parents/guardians and staff of pesticide treatments pursuant of the School IPM Act.

Re-entry to a pesticide treated area shall conform to the requirement of the School IPM Act.

The IPM Coordinator shall ensure that applicators follow state regulations, including licensing requirements and label precautions, and must comply with all components of the School IPM Policy.

The Diocese directs the Principal to develop regulations/procedures for the implementation of this policy.

**Authorizing Regulatory References**

The School Integrated Pest Management Act of 2002

N.J.A.C. Title 7 Chapter 30 Subchapters 1-

12 Pesticide Control Act of 1971

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# Annual Integrated Pest Management Notice For School Year 2024 - 2025

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Dear Parent, Guardian, or Staff Member:

This notice is being distributed to comply with the New Jersey School Integrated Pest Management Act. St. Bartholomew School has adopted an Integrated Pest Management (IPM) Policy and has implemented an IPM Plan to comply with this law. IPM is a holistic, preventive approach to managing pests that is explained further in the school's IPM Policy included with this notice.

All schools in New Jersey are required to have an Integrated Pest Management Coordinator (IPM Coordinator) to oversee all activities related to IPM and pesticide use at the school.

The IPM Coordinator for St. Bartholomew School is:

Name of IPM Coordinator: Lisa Soga

Business Phone number: (732) 257-7722

Business Address: 470 Ryders Lane, East Brunswick, NJ 08816

The IPM Coordinator maintains the pesticide product label, and the Material Safety Data Sheet (MSDS) (when one is available), of each pesticide product that may be used on school property. The label and the MSDS are available for review by a parent, guardian, staff member, or student attending the school in the main office. Also, the IPM Coordinator is available to parents, guardians, and staff members for information and to discuss comments about IPM activities and pesticide use at the school.

As part of a school pest management plan St. Bartholomew School may use pesticides to control pests. The United States Environmental Protection Agency (EPA) and the New Jersey Department of Environmental Protection (DEP) register pesticides to determine that the use of a pesticide in accordance with instructions printed on the label does not pose an unreasonable risk to human health and the environment. Nevertheless, the EPA and the DEP cannot guarantee that registered pesticides do not pose any risk to human health, thus unnecessary exposure to pesticides should be avoided. The EPA has issued the statement that where possible, persons who are potentially sensitive, such as pregnant women, infants and children, should avoid unnecessary pesticide exposure.

St. Bartholomew School has contracted with A-Tech Landscaping Design for Outdoor Pest Management Services as well as Advantage Integrated Pest Management and Sanitation Services for Indoor Pest Management Services. Our Pest Management Policy is included with this notification. More information on our complete Integrated Pest Management Plan may be found on our school website.

**Pesticides which have been used within the last 12 months include:**

<b>Advion Cockroach Bait Arena</b>	<b>Snapshot</b>	<b>Surge</b>	<b>EcoExempt IC<sup>2</sup></b>	<b>Essentria IC3</b>
<b>Advion Cockroach Gel Bait</b>	<b>Merit</b>	<b>Talstar</b>	<b>ExoExempt G</b>	<b>Advion Ant Gel</b>

Sincerely,  
Theresa Craig, Principal

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## **General School/Classroom Policies**

### **Office Procedures**

The School Office is open from 7:00 a.m. until 2:30 p.m. Contacting students during the school day is generally not permitted, but may be warranted in an emergency. Please call the School Office in such a case. Students are not permitted to have cell phones turned on in school. *Cell phones and Smart watches must be kept in lockers or backpacks, not on the student. (Please see the Cell Phone Policy.)*

Messages for teachers may be left in the School Office or sent through email. Faculty members will reply during their preparation time or after school. Our policy is that teachers will reply within 24 hours, excluding weekends..

The Principal is available for conference by appointment. Please feel free to contact the Principal with your concerns, questions, or suggestions.

### **Parent/Guardian Support**

The education of our students is a partnership between parents/guardians and school. St. Bartholomew aims to assist parents/guardians in this privilege and responsibility of leading young people to develop their own personalities and potentials in order to be prepared as responsible members of society.

Parents'/guardians' attitude toward the school and teachers is most important, as it will be reflected in the attitude of the child. Parents/guardians are asked to maintain a united authority between themselves and the school. Children should view the classroom teacher as an extension of parental authority.

Parents/guardians are reminded that criticism, complaints, and gossip are absorbed by the child and become part of his/her education. Obedience cannot be taught in school if it has not been taught at home. If in the opinion of the administration this partnership is irretrievably broken, the school reserves the right to require parents/guardians to withdraw the child/children. It is important that there be a consistency of authority between parent/guardian and teacher. It is good policy to withhold judgment on what appears to be a grievance until all facts are gathered. The principle of subsidiarity, where problems are solved at the lowest possible level, should be followed. The following guidelines are offered as useful tools in solving difficulties:

- a. Contact the proper person(s) as soon as possible.
- b. Classroom teachers should be contacted first.
- c. Contact the Assistant to the Principal/Assistant Principal if unsatisfied.
- d. Contact the Principal if unsatisfied.

In most cases, problems can be resolved with little difficulty. Problems discussed with neighbors and friends are often exaggerated and cause greater misunderstanding than the situation warrants.

### **Non-Discrimination Policy/Admission Policy**

St. Bartholomew School admits students of any race, color, national and ethnic origins to all the rights, privileges, programs, and activities generally accorded or made available to students at the School. St. Bartholomew School does not discriminate on the

basis of race, color, national and ethnic origin, [or disabilities that require reasonable accommodations] in the administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other school-administered programs.

While philosophy of education is based upon Catholic principles and values, St. Bartholomew welcomes students with other religious backgrounds. Non-Catholic students are required to participate in the Religion classes and liturgical services scheduled for students. An I-20 INS is required for non-American citizens.

Whenever spaces are limited in any given grade level, preference will be given to:

- Students already enrolled in the Pre-K 3 or Pre-K 4 Programs or Kindergarten
- Siblings of students already enrolled in St. Bartholomew School
- Registered parishioners of the supporting parishes who currently have siblings in the school
- Registered parishioners of the supporting parishes who currently have no siblings in the school
- Members of parishes where there are no Catholic Elementary Schools
- Students whose parents/guardians are intending to keep their children long-term at St. Bartholomew School
- Un-registered or non-Catholic students.

Waiting lists for grade levels are maintained for one academic year only. Re-registration is required for the succeeding academic year. Fees must be paid and registration requirements fulfilled in order to be enrolled.

St. Bartholomew School reserves the right to refuse admission/re-admission to a student if the school deems it cannot meet the student's educational needs, judges the student's discipline records below school standards, the family has been delinquent in payments, and/or the school has received little cooperation from the family concerning school policies/events.

## Age Requirements

A child who is three years of age on or before October 31 and who is able to use the bathroom facilities unassisted may be admitted to the Pre-Kindergarten three-year old program. A child who is four years of age on or before October 31 may be admitted to the Pre-Kindergarten four-year old program. A child who is five years of age on or before October 31 may be admitted to the Kindergarten program. A child who is six years of age on or before October 31 may be admitted to First Grade.

Ages must be verified by a birth certificate and immunizations must be complete. A Baptismal Certificate and verification of reception of any additional sacraments are required of Catholic applicants. After meeting age requirements, students entering by transfer from another school are admitted upon application and proof of satisfactory completion of work at the previous grade level. Transfer students must also present a copy of the current report card and most recent standardized testing results. A satisfactory academic and conduct record from the prior school is required.

*All admissions are subject to a one year probationary period.*

## Immunization Requirements

**An application will not be considered complete until all paperwork has been submitted, including immunization records. An applicant whose immunization record is incomplete will not be admitted to St. Bartholomew School.**

Please check with your pediatrician or the Middlesex County Health Department if you have any concerns about the recommended vaccinations. We must follow the guidelines provided by the State of New Jersey for schools. These guidelines are summarized here. At time of publication, these are the minimal requirements. Our students must abide by any updates or adjustments to these requirements by the State of New Jersey.

### Minimal Immunization Requirements for School Attendance in New Jersey:

Vaccination	Age	Dose
<b>DTaP</b>	1-6 years	4 doses, with one dose given on or after the 4 <sup>th</sup> birthday, OR any 5 doses
	7-9 years	3 doses of Td or any previously administered combination of DTP, DTaP, and DT to equal 3 doses
<b>Tdap</b>	Grade 6, or comparable age level for special education programs*	1 dose
<b>Polio</b>	1-6 years	3 doses, with one given on or after the 4 <sup>th</sup> birthday, OR any 4 doses
	age 7 or older	any 3 doses
<b>Measles</b>	If born before 1/1/90	1 dose of a live measles-containing vaccine on or after the first birthday
	If born on or after 1/1/90	2 doses of a live measles-containing vaccine on or after the first birthday
<b>Rubella/Mumps</b>	on or after the first birthday	1 dose of live mumps-containing vaccine
	on or after the first birthday	1 dose of live rubella-containing vaccine
<b>Varicella</b>	on or after the first birthday	1 dose
<b>HiB</b>	age 2-11 months	2 doses
	age 12-59 months	1 dose
<b>Hepatitis B</b>	K-Gr. 12	3 doses
	age 11-15 years	2 doses
<b>Pneumococcal</b>	age 2-11 months	2 doses
	age 12-59 months	1 dose
<b>Meningococcal</b>	Entering Grade 6, or comparable age level for special education programs*	1 dose
<b>Influenza</b>	ages 6-59 months	1 dose annually between September 1 and December 31

\*Per the New Jersey Department of Health and Senior Services, any student who is eleven years of age prior to the start of school as of September 2014 will be required to have documentation of Tdap and Meningococcal immunizations in order to attend school. We realize that these immunizations cannot be given until your child's eleventh birthday. However, in order to comply with the New Jersey State requirement, if your child turns 11



after returning to school in September, we must have the date of your child's scheduled doctor's appointment on file at the School Nurses' Office. Failure to comply with this request will result in exclusion from school. The school is released from any liability which may result from exposure to an unvaccinated child.

***Your child will not be able to attend school on the first day or any day thereafter until these immunizations or documentation showing a scheduled visit are fulfilled.***

Non-immunized students may be excluded from school, for their own protection, if there is an epidemic situation. The exclusion will be based on judgement of the principal. Non-immunized students may be excluded from the school if there are concerns about the safety of the pregnancy of a teacher or health issues of staff members.

## **Attendance**

We believe that regular attendance and participation in classes along with interaction between student and teacher and among students in class is a vital and integral part of the learning process. Attendance is viewed as a prerequisite to achieving educational needs.

All absences must be verified with a call to the Nurse's Office (732-257-6668) before 8:00 a.m. by the parent or guardian on the morning of the absence. You may also report an absence via email to Nurse@stbartseb.com. Following the day of absence, a student must bring a note (or an email be sent) from the parent/guardian to the homeroom teacher stating the reason for the absence and listing the dates the child was absent. A student who is absent three consecutive days must submit a doctor's verification of illness to the School Office. If there was a contagion, a doctor's note is required for re-entry. Students must be fever-free for 24 hours before returning to school. Please do not send sick students to school with a fever masked by an antipyretic, such as Tylenol. Excused absences include a death in the family, Take Your Child to Work Day, and 2 days for 7<sup>th</sup> and 8<sup>th</sup> grade students for high school visitations.

Students are responsible for completing missed work and tests within two days following high school visitations. Absences from school for any other reasons will be considered unexcused absences. Any student absent from class is required to make up work missed. Although it is impossible to make up much of what occurs in the classroom setting, it is the responsibility of the student to obtain the work.

Students will not be excused early from St. Bartholomew School without a written note or email from their parents/guardians. This note/email should be shown to the homeroom teacher and the School Office. Parent or guardian must come to the front door of the School to pick their child up and sign the early dismissal register no later than 1:15 p.m.

If a student is absent from school due to illness or a disciplinary action, he or she will not be permitted to take part in extracurricular activities that afternoon or evening unless a reprieve is granted by the administration. If the absence is due to another reason, the school reserves the right to make an individual judgment regarding same-day extracurricular participation.

**All students are required to attend and participate in all classes and activities sponsored by the school during the academic day.**

**A student who accumulates 18 or more unexcused absences for the year may be subject to the withholding of final passing grades, which may affect the student's promotion.**

St. Bartholomew School adheres to the 180 days/year requirement. Therefore, if additional days are required due to inclement weather or other reasons, make up days may be added on during Easter break or at the end of the school year.

## Arrival and Departure

The school's responsibility for supervision begins at 6:45 a.m. and ends at dismissal (11:30 a.m. on early dismissal days and 1:45 p.m. on regular dismissal days).

As a courtesy, our door opens at 6:45 a.m. for students in Kindergarten – Grade 8. Students are to abide by the Code of Conduct as outlined in this Handbook whenever they are on school property with consequences as stated. Students are to report to school by 7:30 a.m. for prayers and morning announcements. Under no circumstances shall students be in the building or on the grounds, including the playground area, in an unsupervised capacity. If a student has a specific appointment with a staff member, the student must notify the teacher who is the monitor.

Parents/guardians who drive their children to school are asked to drive into the school parking lot to the path and let the children exit on the passenger's side. Drivers should stay in the cars and, after your child/children have exited the car, drivers should stay in the flow of traffic and proceed out of the parking lot with caution. ***Please be mindful of student safety when driving in the parking lot. The speed limit in the parking lot is 5 mph.*** (See Appendix 1 for Parking Lot Map.) Students should walk up the path and follow the directions of the teacher monitor. ***Please do not allow your child to walk unattended through the parking lot.*** All students will enter the school through the designated entrance.

If a student arrives at school after 7:40 a.m., parents/guardians must walk them to the main entrance of the school building (**Door #1**) on the Ryders Lane side of the building. Parking is also available in the Knights of Columbus parking lot on the side of the Church.

Students are not permitted to leave the school grounds unauthorized at any time once they have arrived for the day. A parent or guardian must come to the School Office to sign students out if they must leave before dismissal time prior to 1:15 p.m. If a student returns to school after an appointment, the parent or guardian should accompany the student into the School Office and provide a physician's or dentist's note. In every instance of leaving school early, students are responsible for completing the missed work.

At afternoon dismissal time, After School Care students will be escorted to the cafeteria and bus students will be called down to the waiting buses. Car riders will then be dismissed when called. Parents/guardians will park in the back parking lot and wait in the designated parent/guardian waiting area to pick up children. Children will remain with a teacher until the parents/guardians/designated person arrives. Students may not walk through the parking lot unattended. If your child is a designated walker, please submit a written permission note to the homeroom teacher and instructions will be given. If your child is going home a different way than usual, please submit a note to the teacher with this information on the day of the change.

## Lateness/Tardiness

Promptness is an essential requirement in our daily lives and should be developed during the school years. If a student arrives to the classroom after 7:40 a.m., he or she is

considered tardy, and this is noted on PowerSchool. If not accompanied by a parent/guardian, a student who is late must present a written excuse stating the reason for tardiness. If a student is tardy for unexcused reasons five days or more in a marking period, the teacher will consult with the parent/guardian, and disciplinary action may result. Additionally, the student will be kept off of the honor roll. Please note that lateness interrupts the learning in the classrooms, so students should arrive on time.

## **Truancy**

A student who deliberately avoids coming to school, contrary to the wishes of his/her parents/guardian, is considered truant. Habitual truancy will be reported to the appropriate authority. A student who is chronically truant will be subject to disciplinary action. Students are required to be in school 162 days each academic year.

## **Early Sign-Out Procedure**

Early dismissal of an individual student will be granted in extraordinary circumstances. No student may leave the school building during school hours unless a parent/guardian or some other designated authority picks him/her up at the School Office. Occasionally, a student may have to leave school before dismissal. The procedure is as follows:

- A note from home must be sent to the homeroom teacher and then to the School Office at the beginning of the day.
- The parent/guardian must sign out the student in the School Office prior to 1:15 p.m. If for some reason the parent/guardian is unable to come to school, this must be stated in the note with the name of the person who has permission to pick up the student. Proper identification is required.
- Per diocesan policy, students must be present in school for three instructional hours in order to be considered present.
- The only time a student may be released early from school is with written permission from a parent or guardian. In every instance of leaving early, students are responsible for completing any missed classwork or tests.

## **Custodial and Non-Custodial Parents**

If there is a court order specifying the rights and responsibilities of individual parents/guardians, it is the responsibility of the custodial parent/guardian to provide the school with an official copy of the court order that outlines the non-custodial parents' rights of access to the child, restraining order, etc. The custodial parent must provide an updated court order at the beginning of each school year. The school abides by the Buckley Amendment. Thus non-custodial parents will be given access to the academic records and to information regarding the academic progress of their children, unless there is a court order specifically stating that the non-custodial parent is denied access to such information.

## **Parental Rights to School Records and Student Pick-up**

St. Bartholomew School abides by the provisions of applicable law with respect to the rights of non-custodial parents/guardians. Our standard practice is to send all information to the custodial parent/guardian. In the absence of a court order to the contrary, and upon request, the school will provide the non-custodial parent/guardian with access to the student's essential academic records. St. Bartholomew School will permit only the custodial parent/guardian or his/her designee, assigned in writing, to pick up the child during or at the end of the school day. The non-custodial parent/guardian will not be permitted to remove the child from school during or at the end of the school day unless there is written authorization from the custodial parent/guardian.

## **Homeroom**

Morning prayers, the Pledge of Allegiance, and announcements will be conducted via Google Meet at 7:35 a.m. Teachers will then take attendance. First period class begins promptly at 7:45 a.m. A student arriving to class after 7:40 a.m. is considered tardy. Tardiness is distracting to teachers and students and students who are consistently late are missing important learning time and interrupt the learning of other students.

## **Hall Regulations**

During the passing of classes, students are asked to keep to the right of the corridors and proceed quietly in a prompt and orderly manner without lingering in the hallways or congregating at lockers. Students are to proceed immediately to the next class without stopping in another classroom, or at the lavatory, or drinking fountain. Students are permitted to be in the corridors or stairwells only during passing time. No student will be permitted in the corridor or in the lavatories during class time without permission. Students are never to assume permission to leave class or to leave the schoolgrounds.

## **Lockers**

Students in grades 6-8 have the opportunity to use lockers. Student lockers remain the property of the school and are on loan to students. Lockers are subject to administrative search in the interests of school safety, sanitation, discipline, and enforcement of school regulations. On presentation of the proper warrant, lockers are subject to search by law enforcement officials.

Lockers are to be kept clean at all times. Food is not to be left in the student's locker overnight. Students are responsible for the care of their lockers. Any damage by the user directly or through neglect will be the financial responsibility of the students and/or parents/guardians.

One family picture may be displayed in the locker. Magazine/newspaper/Internet pictures are not permitted. Outside of lockers are not to be decorated. Only school-issued locks may be used. The school is not responsible for lost or damaged articles and strongly discourages leaving valuables inside lockers. Students are permitted at lockers only during specified times.

## **Search and Seizure Policy**

In order to protect the safety, health, property, values, and welfare of the members of the school, community, the school reserves the right to call for a search of a student's locker, book bag, desk, automobile, cell phone, and other object on the school property or the person. Such searches will be with reasonable cause, in the sole opinion of the school administrator, that contraband, illegal substances, or inappropriate objects are concealed. Any unauthorized items found may be seized. Additionally, student desks and lockers, which are at all times under joint control of the school and student to whom the desk or locker is assigned, may be searched by school administration at any time, for any reason or for no reason at all.

## **Recess**

Good sportsmanship is to be exhibited at all times. Tackling, fighting, foul language or any form of rough play is not allowed at recess. Any violation could result in disciplinary action. Designed use only of playground apparatus is strictly enforced. If a student needs to be seen by the nurse or use the lavatory, the School Office is to be notified by the teacher on duty. Cell phones are not permitted by students.

## **Care of School Property**

The school building, property, and grounds are maintained for use of students. Keep school property as clean as possible so that we can all be proud of the appearance of our campus. Appropriate fines and charges will be assessed in cases of damages and vandalism, and payment will be the responsibility of the parent/guardian. Books are school property and should be appropriately covered and taken care of.

## **School Safety and Security Plan**

Our school has an all-hazards based emergency response plan protocol in place. It is consistent with best practice as well as state, county and local guidelines. Staff and students are trained and practice it. If the need arises, students and staff may be evacuated to appropriate facilities. Parents/guardians will be notified via our SchoolMessenger alert system as to their child's location.

## **Field Trips**

Periodically, students are taken on field trips as part of their educational program. Participation in a field trip is a privilege. The Principal shall determine if a student may or may not participate in a field trip. Students will be representing themselves, their families, their school, and their community while on school trips. Full cooperation and excellent behavior is required. Such trips are made only with the permission of the parent or guardian. When such trips are planned, Diocesan permission slips will be sent home to be completed and signed by the parent or guardian, notarized according to Diocesan policy, and returned to the teacher. Only the standard Diocesan permission forms can be accepted. Please review requirements for parental participation, which includes background clearances and Virtus training, in the appropriate section of the Handbook.

Dress code for field trips is determined by the principal. If allowed to dress out of uniform, students are expected to wear clothing that is modest and in good taste and should reflect the values taught in a Catholic school. Students dressed inappropriately will not be permitted to participate in the field trip and will remain in school.

The teacher/substitute teacher, and other adults supervise all field trips. Medications will not be administered by teachers or chaperones on field trips. Our school nurse does not accompany students on class trips. The school reserves the right to require that the parent/guardian attend the trip.

The following policies have been adopted by the Diocese of Metuchen concerning field trips. They cover all activities that take place outside of the normal school facilities:

- All field trips are to be educational in nature.
- A signed Diocesan-approved permission form must be completed and signed, notarized if the trip is out-of-state, and returned prior to the activity.
- The supervising teacher will be in possession of these forms throughout the activity. A copy of these forms will be kept at the school during the duration of the activity.
- Permission forms are necessary to inform parents/guardians of the nature of specific events that occur outside of school facilities and to expedite emergency treatment when necessary.
- In the event of an emergency, reasonable effort will be made to contact a parent or guardian prior to seeking appropriate medical attention.
- Approved buses must be used for transportation for all field trips. On out-of-state trips, the students may be transported in approved coach buses.
- Chaperones must be approved volunteers. Priority is given to parents/guardians of students with medical needs.

## **Assemblies**

Assemblies of educational value and entertainment are offered. Students are to report to such assemblies as directed and in an orderly and prompt manner. Students are to sit in their assigned area with their class and under supervision of their teachers. The individuals involved in presenting the assembly are deserving of your attention and respect, as are your fellow classmates. Attendance at all school assembly programs is a privilege.

## **Liturgies**

The integration of religious truth and values with the rest of life is brought about in Catholic school. Students are encouraged to develop Christian values that reflect a love of God and love of others. The Religion curriculum and liturgies are appropriately planned for the students and we expect all members of the student body to attend Mass on Friday and Holy Days of Obligation. Additionally, daily prayer experiences, sacramental programs, charitable events, and mission assemblies contribute to a fuller faith experience. Non-Catholic students are welcome at St. Bartholomew School and must participate in the Religion classes and liturgical services scheduled for students during the year. All students attending Mass should be dressed in formal uniforms.

## **Christian Service**

Students are encouraged to render service to the school community along with the local, civil, and global communities. These activities would be outside and apart from disciplinary time.

## **Tuition**

Policies and regulations regarding the financial obligation of the parents/guardians, including tuition, After School Care fees, and special fees, are contained in separate tuition/financial contracts. Tuition payments and fees are non-refundable. The Business Administrator may be contacted with questions regarding tuition/financial arrangements at 732.257.7722, extension 4. Refunds are not granted when students withdraw from the school. Report cards will not be issued if tuition payments are not up-to-date. Students may not be admitted to school for the upcoming quarter and/or academic year if tuition payments, fees, and After School Care fees are delinquent.

## **Scrip**

Scrip is one of St. Bartholomew Home School's biggest fundraisers. Families of students in Grades Kindergarten through 8 participate. Scrip is gift cards we sell through the school that the HSA purchases at a discounted price from a vendor or stores themselves. We sell the gift cards at face value, so if you purchase a \$100 gift card for a store, you get a \$100 valued gift card. The discount we get from the store is our profit. We offer a large selection of gift cards that can be purchased throughout the year. During the Christmas season we offer a special holiday selection. The program is a dollar for dollar fundraiser and really does not cost anything to participate.

The variety of gift cards we carry in inventory make it convenient for you to reach your family's \$2,500 buy-out. The Scrip buy-out period begins on July 1, 2024 and ends on June 30, 2024 for the 2024-2025 school year. Scrip is sold on a weekly basis throughout the school year and during the summer months. The scrip purchased during this time will be applied to your buy-out. Once you reach your \$2,500 buy-out, the \$250 work bond check that you submitted with your registration forms will be returned to you. If you do not reach the buy-out by June 30, your work bond check will be cashed. During the school year, you will find the Scrip order form in the Weekly Communication on our website. Send your order in with a check made out to SBS HSA with your child in an envelope marked SCRIP. You will receive your gift cards in your child's folder.

## **Activity Nights**

Activity Nights are sponsored by the school primarily for the enjoyment and benefit of students. School rules, including event-specific dress code regulations, must be adhered to. The Administration has the right to restrict students from dances and other social events. St. Bartholomew School students under suspension may not attend the event.

## Personal Property

All articles of clothing or personal items subject to loss should be clearly and permanently labeled with the student's name. St. Bartholomew assumes no liability for personal belongings brought to school that are lost or damaged. Money that is sent to school for a specific event or purpose should be placed in a sealed envelope and identified with the student's name and homeroom, the amount enclosed, and its purpose.

## Dangerous Items

Under no circumstances are students to possess dangerous items at any time during the school day. These are items of potential hazard to others or to property. Such items will be confiscated, parents/guardians will be contacted, and appropriate action will be taken. The school is co-tenant of lockers and desks and reserves the right to search them any time without notice.

*The Principal and Pastor have signed a Diocesan-approved Memorandum of Agreement with NJ Law Enforcement Agencies to report serious offenses and crimes if they should take place at St. Bartholomew School.*

In the event of a serious offense, the student involved may not return to school until they is evaluated and cleared by a psychologist. The school must receive written confirmation clearing the student to return.

## Lost and Found

Lost articles found in or on school property should be returned to the School Office. Such articles may be claimed after satisfactory identification. Articles not claimed within a reasonable amount of time will be donated. Parents/Guardians/Students are encouraged to make sure that their names are on everything, including clothing items, brought to school.

## Student Health Services

Children should not be sent to school if ill before leaving home. Any student exhibiting the following conditions will not be permitted to attend St. Bartholomew School until the condition has cleared: a temperature over 100 degrees Fahrenheit, vomiting, diarrhea, conjunctivitis, undiagnosed rashes, and strep throat. Children exhibiting any of the preceding conditions must be picked up immediately. Children should be fever-free without the use of fever-reducing medications and have had no vomiting or diarrhea for twenty-four hours and have tolerated two regular meals before returning to school. Children diagnosed with a communicable disease that requires antibiotics need to have taken the antibiotic for twenty-four hours before returning to school.

The School Nurse is currently available for daily and emergency care for students in Grades K to 8 and emergency care for Pre-Kindergarten students. In the event of an accident, no matter how minor, the student should report that accident to the nurse immediately. In the event of a serious accident or illness, emergency care will be given and the parents/guardians will be notified. The school is responsible only for immediate first aid. The legal responsibility for medical care rests with the parents/guardians. Students are screened annually for height, weight, vision, and hearing. Any discrepancies are noted and referred for



follow-up. A nurse is not available at After School Care. The phone number for the Nurse's Office is 732.257.6668. Students are not permitted to use cell phones or Smart watches to contact a parent/guardian for illness. If a student feels ill, he/she should notify the teacher and request to see the nurse.

A doctor's note regarding health issues will not supersede NJ State Law and/or Diocesan regulations. Any student with an absence over 72 hours due to illness requires a doctor's note upon re-entry to school. A student who requires crutches must have a doctor's note stating he/she may go up and down stairs.

Physical examinations by your family doctor are required for all new students and every three years thereafter.

The Family/Student Emergency Information Form must be completed and returned to the School Office before the first day of school. Inform the School Office and school nurse of any changes during the year.

If your child has a medical condition, the school nurse should be informed and needs to be made aware of any special needs related to his diagnosis. The parent/guardian may be asked to complete additional forms, such as an Authorization to Administer Medication in School and/or Anaphylaxis Action Plan. The school may request an *Emergency Health Care Plan*, completed by the student's physician.

## **Family/Student Emergency Information Forms**

When filling out the Family/Student Emergency Information Form, it is imperative that you are reasonably sure that the people whose phone numbers are listed on this form will be available during the school day. It is the responsibility of the parent/guardian to notify St. Bartholomew School of any updates or changes in the names and phone numbers on this form.

## **Policy on Administration of Medication**

St. Bartholomew School strongly discourages the administration of either prescription or non-prescription medication in school or on school-sponsored activities. However, if it is absolutely essential that a student receive medication while under school supervision, the following procedures apply:

- A parent/guardian should come to the school and personally administer the medication.
- If this arrangement is not possible, the school nurse will administer the medication if the following conditions are met:
  - The medication is given to the school nurse or Administration by the parent/guardian in the original pharmacy-labeled container.
  - The parent/guardian and the student's physician must complete and sign an *Authorization to Administer Medication in School* form. This requirement is a NJ state law and includes non-prescription as well as prescription medications.

Students will be permitted to self-administer medication only for life-threatening illnesses or conditions. The parent/guardian must schedule a conference with the school nurse to discuss in detail the need for medication. The parent/guardian and the student's physician must complete and sign an *Authorization for Administration of Medication in School* form. This

form is available from the school.

Students may not keep any medications in their possession. All medications must be kept in the Nurse's Office. This includes over-the-counter medications, including cough drops. Herbal remedies and nutritional supplements are not considered medications and should not be administered at school.

## **Students Medically Excused from Physical Education Classes**

Temporary absence from the Physical Education Program requires a written statement from a physician and is given to the physical education instructor, who will pass it on to the nurse. Extended absence from the Physical Education Program requires a written statement from a physician and is filed directly with the nurse. Permission to return to the program must also be in writing from the physician. Students excused on a temporary basis from Physical Education will remain in the Gym with their class.

## **Food Allergy Policy**

St. Bartholomew School recognizes that life-threatening food allergies are an important condition affecting many children and welcomes children with food allergies. In order to minimize the incidence of a life-threatening allergic reaction, St. Bartholomew will maintain a school-wide procedure addressing life-threatening reactions and maintain an Emergency Health Plan for any students whose parent/guardian and physician have informed the school in writing that the student has a potentially life-threatening allergy.

In order to minimize incidence of life-threatening allergic reactions, St. Bartholomew School will provide training and education for all St. Bartholomew School staff. The training will be provided to school employees by the school nurse and training will include:

- A description/definition of severe allergies and a discussion of the most common food, medication, latex, and stinging allergies.
- The signs and symptoms of anaphylaxis.
- Specific steps to follow in the event of an emergency.
- Activating Emergency Medical Response: dial 911 and tell responder if epinephrine has been administered.
- Locations of emergency Epi-Pens.
- Policy and procedure will be reviewed at the beginning of every school year.
- St. Bartholomew School is a peanut-free and tree nut-free school. This means that peanut and tree nut products will not be allowed in school at any time. Please read all ingredient labels carefully and do not send any peanut or tree nut products to be eaten in the school. This includes items with warnings such as "may contain traces of peanuts" or "manufactured on equipment that also processes peanuts and tree nuts." Please see the school website for a list of safe foods.

## **Suspected Child Abuse and Neglect**

New Jersey Law requires any person who has "reasonable cause to believe that a child has been subjected to child abuse or acts of child abuse to report the same promptly to the New Jersey Division of Children and Families by telephone or otherwise." See N.J.S.A. 9:6-9.10 et.Seq. Failure to report suspected child abuse is punishable as a disorderly persons offense.

N.J.S.A. 9:6-8.14. Under law, anyone who makes a report shall have immunity from any civil or criminal liability that he may have otherwise incurred. N.J.S.A. 9:6-8/13. The law imposes this obligation on every citizen without exception.

## Transportation

It is important that your child's teacher knows how your child is going home every day. Please ensure that your child is aware of his mode of transportation and that if there is a change for the day that you write a note or email to the teacher and the School Office indicating the change. *It is disruptive to the class to make changes during the day unless it is an unforeseen emergency.*

### **Bus:**

Busing is provided by the Board of Education of the town in which the family resides, not by St. Bartholomew School. (Not all townships provide busing.) All arrangements for bus transportation are made by the Department of Transportation. The Department of Transportation should be contacted directly if there are concerns regarding drivers, routes, and pick-up or drop-off times. Students are only permitted to ride on the bus assigned to them, to and from school. The school cannot grant permission for a student to ride another bus to or from school. When a parent/guardian wishes a student depart from school other than by bus, written permission indicating the way your child is traveling home must be sent to the homeroom teacher who will inform the teacher responsible for bus attendance.

### **Bus Conduct:**

- Students must adhere to the bus schedule. Missing the bus is not an acceptable excuse for absence or tardiness.
- Students are required to conduct themselves in an orderly, well-behaved fashion.
- Students are not to distract the driver from his/her duties.
- The use of tobacco or vapes is forbidden.
- Possession of matches, lighters, or weapons is forbidden.
- Littering the bus or throwing items out bus windows is prohibited.
- Students are to remain seated with seatbelts on while on the bus.
- Students are to keep head and hands inside of bus windows.
- Students who deface or damage the bus in any way shall be, along with parent/guardian, financially responsible for restitution and possible disciplinary action by school administration.
- Students may not leave the bus except at the regular stops.
- Courtesy and respect must be shown to fellow passengers, persons along the route, and the bus driver.
- Profanity or music with profanity or inappropriate lyrics on the bus will not be permitted.
- Students are not permitted to switch bus routes nor can permission to do so be obtained from the School Office.
- Only students who are eligible may ride the bus.
- Students who become serious disciplinary problems on the school bus may have their riding privileges suspended or revoked. NJ School Law states, "A pupil may be

excluded from the bus for disciplinary reasons by the Principal and his/her parents/guardians shall provide transportation to and from school during the period of such exclusion.”

#### **Car:**

For safety and good order, drivers bringing students to school in the morning or picking students up at dismissal are to respect the following regulations:

- No Pre-K student will be dismissed until the authorized adult has arrived to transport the student.
- If someone other than the authorized adult will be picking up a student, a written notice or email sent giving permission to release the student to that person must be submitted to the School Office prior to dismissal. Proper identification is required.
- Drivers who anticipate being late for student arrival or dismissal are asked to call the School Office as soon as possible with that information.
- Drivers are required to follow the traffic patterns outlined in the Handbook.
- Drivers should drive with caution and respect the 5 mph speed limit.
- Parents/guardians should pick up children at the designated area. Students will remain in their classrooms until their parent/guardian/ designated person arrives.

### **Hours**

Kindergarten – Grade 8 students are expected to be in school by 7:30 for prayers and morning announcements, and classes begin promptly at 7:45 a.m. Early dismissal hours: 7:30 a.m.-11:30 a.m. After school care hours are: 1:45 p.m.-6:00 p.m.

Early morning drop-off for Grades Kindergarten-8: 6:45 a.m. and Pre-K: 7:00 a.m. Pre-K begins at 8:30 a.m. Early dismissal hours: 8:30 a.m.-11:30 a.m. After school care hours are: 2:00 p.m.-6:00 p.m. on full days and 11:30 a.m.-6:00 p.m. on early dismissal days.

### **SchoolMessenger Alert System**

St. Bartholomew School has implemented the SchoolMessenger alert system that is linked to PowerSchool. Families will be notified within minutes of an emergency, school closing, or any other important information that needs to be communicated. Parents/Guardians are already enrolled in the SchoolMessenger with information recorded on the Family/Student Emergency Form that has been entered by the school into PowerSchool. Parents/Guardians are able to update their contact information in PowerSchool when the PowerSchool Parent Portal is open. Procedures for the SchoolMessenger alert system may be requested at the School Office and can be found on the school website. *It is the parents/guardians responsibility to update information to the system.*

### **Emergency Closings**

In addition to the aforementioned SchoolMessenger alert system, school closing information will be carried by radio and television stations serving the area. St. Bartholomew School follows the same inclement weather delays and closings as the East Brunswick Public School District. Please observe the following:

- Listen for a radio announcement on NJ101.5 radio or check the website [nj1015.com/closings](http://nj1015.com/closings).
- Check East Brunswick Cable Television Channel 26 beginning at 6:00 a.m.
- Secondary sources include WNBC4 and WCBS.
- The school will also post on the school website: [school.stbartseb.com](http://school.stbartseb.com).

Emergency school closings after school is in session for the day will be announced as above, including SchoolMessenger system.

Each family must complete the Emergency Dismissal Arrangements form indicating the mode of transportation for the student in case of an early emergency closing.

## Delayed Openings

In the event that St. Bartholomew School has a delayed opening, school will be delayed **2 hours**. St. Bartholomew School follows the same inclement weather delays and closings as the East Brunswick Public School District. Doors open at 8:45 a.m. and school begins at 9:30 a.m. PreKindergarten classes will begin at 9:30 a.m. and there is no Early Morning Care. **Buses follow the delayed opening schedule of the township in which you reside (check with your township).**

## Communication

Information from administration and teachers is posted on our school website: [school.stbartseb.com](http://school.stbartseb.com). Parents/guardians are responsible for reading this information.

## Appointments

Meetings between teachers and parents/guardians are seen as vital to the growth and development of students. If a difficulty should arise concerning conduct or academic work, please contact the teacher involved before the matter is brought to the attention of the principal. Meetings can be arranged for after school hours. The faculty member will contact the parent/guardian and set up a date and time for the meeting. For the sake of good order at the school, parents/guardians may not approach faculty or staff members during the school day without arranging an appointment beforehand. Unless parents/guardians have an appointment with a teacher, they are asked not to have a conference with the teacher before school. When appointment times are made, the parents/guardians and faculty should be aware of the purpose of the conference so that all concerned may be appropriately prepared.

Parent/guardian-teacher conferences are scheduled after the first quarter and by request in subsequent quarters. These conferences are held to facilitate an exchange of information between parents/guardians and teachers about a student to ensure better understanding of the student's needs.

## Change of Address

The homeroom teacher and the School Office must be informed of a change of address or telephone number. This also pertains to emergency numbers.

## **School Calendar**

A school calendar is published each year. The calendar is in accord with the guidelines of the State of NJ and the Diocese of Metuchen. The calendar is also available on the school website: [school.stbartseb.com](http://school.stbartseb.com) and is subject to change.

## **Faculty Meetings**

Faculty meetings are noted on the calendar. Dismissal is at 11:30 a.m. Parents/guardians are notified of the dates of faculty meetings, holidays, and teacher in-service days. Please note these days on your calendar.

## **Party Invitations/Birthdays**

No invitations or flyers for personal parties are to be passed out through school unless there is one for each class member or all boys or all girls. Class lists with names and addresses are not given out from the school. We do not celebrate birthdays in school with food items. Students may dress-down on their birthdays or on a designated date if a student's birthday falls on a weekend, during the summer, or Friday school Mass days provided the dress-down guidelines are followed. Goodie bags may be distributed to classmates to take home.

## **Support of School/Home School Association/Volunteers**

We ask parents/guardians to contribute to school activities, to our volunteer programs in school, and to Home-School Association fundraising projects. Volunteers who are in contact with students including, but not limited to, those who serve as lunch room proctors, those who assist in the classroom, field trip chaperones, Drama Club monitors, library helpers, etc. are required to attend Virtus, Protecting God's Children and have a background check. Please contact the School Office.

The Home School Association (HSA) is composed of all parents/guardians of St. Bartholomew School. The objectives of the HSA include:

- Promoting the full spiritual and academic growth of each student.
- Creating better parental awareness.
- Serving as a vehicle of communication between faculty and parents/guardians.
- Assisting the school administration in attaining its goals through active parental involvement. All communication from the HSA must be addressed and approved by the Principal.

The HSA is designed to assist the school by fundraising. It is highly recommended that all parents/guardians make every effort to cooperate in aiding the HSA, both in their fundraising and social undertakings.

## **Telephone Guidelines**

Students may request and only place necessary phone calls to their homes from the School Office. Students are not permitted to use cell phones or Smart watches during school hours. Please be sure that your children are well-instructed before they leave home in the morning, especially regarding dismissal changes. Students may not have cell phones or Smart

watches on them. Cell phones, if brought to school, must be turned off and cell phones and Smart watches must be locked in lockers or placed in backpacks. The school is not responsible for personal items brought to school.

## **School Regulations**

### **Safety/Security Drills**

Pursuant to School Security Drill Law 18A:41-1, safety/security drills are held monthly to provide students and staff with opportunities to practice emergency procedures in the school. In order to simulate real emergencies, drills are not announced in advance.

### **Textbooks**

All textbooks and library books are the property of St. Bartholomew School or the State of New Jersey. They are provided for student use at great expense. We expect parents/guardians to share the responsibility of caring for textbooks, and library books. It is important to instill in the students a sense of responsibility in regard to the property of others. All textbooks and workbooks are to be kept clean, *covered at all times*, and handled carefully. If a book is lost, mutilated, or destroyed, the parent/guardian must assume the cost of the book.

All students must have a book bag or similar carrier for taking books to and from school.

### **Personal Entertainment Articles**

Any electronic device not required by teachers for classroom use including, but not limited to, tablets, radios, iPods, CD players, recorders, cameras, electronic games, miniature televisions, and items including water pistols, balloons, or anything resembling a weapon, inappropriate cards or games, etc., because of their value and/or potential for disturbing classes or individuals, are not permitted in school. Any such item found in the school will be retained by the Administration until claimed by the parent or guardian. St. Bartholomew School will not be held responsible for the theft, damage, or misuse of these items if these items are brought to school. Toys should only be brought to school for educational purposes and should be used during appropriate times. Fidget spinners and other toys are not permitted.

Understanding your desire for communication in case of emergencies or time change in bus arrivals, cell phones are permitted. However, they must be turned off and kept inside backpacks or lockers until after school hours. Cell phones and Smart watches may not be used for texting, calls, photos, playing videos, games, music, or recordings anytime on school property during school hours. St. Bartholomew School assumes no liability for the loss or damage to any electronic device brought to school. Any phone or Smart watch seen or heard will be confiscated by Staff and/or Administration and held in the School Office. First offense, the phone will be returned to the student at the end of the school day. Second offense, phone or Smart watch will be returned to the parent/guardian or designee during school hours (including arrival and dismissal). Third offense, a detention will be issued and the phone or Smart watch will only be returned to the parent/guardian or designee. Fourth offense, detention will be issued and a discussion with school administration will take place. St. Bartholomew School assumes neither responsibility nor liability for confiscated items. Students do not have a right to privacy in cell phones or Smart watches. Text message, voice mail contents, pictures, and videos on cell phones and Smart watches are not privileged communication.

## Curriculum and Instruction

### Student Performance Assessments

#### Explanation of Grades:

Report cards include an interpretation of grading symbols. Parents/guardians and students should understand these interpretations and discuss them with the teacher when warranted. Report cards are issued on PowerSchool for students in Grades 1 through 8 four times per year and in Kindergarten, three times per year. Pre-Kindergarten students will receive a progress report at conference time. Parents/guardians will be reminded to check student progress on PowerSchool mid-quarter. Teachers will input grades and comments for progress reports.

**1. Kindergarten report card codes are:**

C-Consistently Observed

S-Sometimes Observed

√ Practice and Support Needed

+ Indicates exemplary performance.

N/A-Not assessed during this marking period.

**2. Grades 1 and 2 use the following codes for all subject areas:**

O-Outstanding

S-Satisfactory

VG-Very Good

N-Needs Improvement

G-Good

U-Unsatisfactory

X Practice and support needed.

E Indicates exemplary performance.

**3. Grades 3 – 8 Subject grades and grades for Specials, such as Art, Physical Education, Music, Technology, and Spanish, will be indicated numerically.**

#### Grading Scale:

A+... 97-100

C+... 80-84

A..... 93-96

C..... 75-79

B+... 89-92

D..... 70-74

B..... 85-88

F..... 69 and below

O-Outstanding

N-Needs Improvement

G-Good

U-Unsatisfactory

S-Satisfactory

NA-Not

Applicable I-Improvement Shown

X Indicates an area in need of improvement.

E Indicates exemplary performance.

### Midterm and Final Exams

Midterm and Final Exams are required by the Diocese of Metuchen for students in Grades 6-8. If tuition payment is not up-to-date, students may not take midterm exams or final exams and will receive an incomplete on their transcripts.



## **PowerSchool**

St. Bartholomew School utilizes the PowerSchool Student Information System for Grades K-8. PowerSchool is an established, web-based program from Pearson School Systems that allows parent/guardians to review their children's school performance, progress reports, and attendance online. It is the parent's/guardian's responsibility to obtain the login/password and to review the grades online. This provides insight into the academic progress of the student and serves as a means of communication between home and school.

Any discrepancy in grades must be addressed with the teacher within one week of the issuance of report cards. Otherwise, report card grades will not be changed.

## **Parent/Guardian-Teacher Conferences**

Report cards are available on PowerSchool four times per year as indicated on the Diocesan School Calendar. Report cards will only be printed once at the end of the school year. Parent/Guardian-Teacher conferences are scheduled after the first marking period for students in Grades 1-8 in order for dialogue concerning the student's progress to take place. Parents/guardians or teachers may request conferences thereafter. Kindergarten conferences will be held in November and February and Pre-Kindergarten conferences will be held per teachers. It is only when both teacher and parent/guardian work together for the overall good of the student that the student will benefit in a positive manner. Conferences may be held virtually at the teacher's discretion.

## **Academic Requirements**

In Grades K-8, promotion will be based primarily on the successful completion of the requirements of the grade level with consideration of maturity and social development. The final decision on promotion or retention rests with the Principal. Retention of students in Grades 3-8 is considered when a student fails two or more major subjects. Retention of students in Grades K, 1, and 2 is dependent upon achievement in Math and Language Arts with consideration given to maturity and social development.

Eighth grade graduation is dependent upon a student's successful completion of study prescribed by St. Bartholomew School, the Diocese of Metuchen, and the State of New Jersey, Department of Education.

## **Class Placement**

Class assignments will be determined by the teachers and administration. Parental requests will NOT be guaranteed due to consideration of the overall make-up of the class. We will not change class assignments once the school year begins.

## **Standardized Testing**

MAP (Measures of Academic Progress) is an adaptive assessment given three times per year to students in Grades 1-8. Students are tested in Math and Reading. Dates are to be determined.

## **Access to Student Records**

A parent/guardian has the right to view his child's academic record, academic standardized test results, health records, and emergency information form. These records can be made available upon request, but do not leave the building. Please call the School Office in advance.

## **Government Records**

Records attached to publicly funded services provided through the local Board of Education such as Child Study Team Reviews, Compensatory Education, Speech, English as a Second Language, etc. are the property of the Board. The school is not permitted to distribute this information to anyone, not even a parent/guardian. A parent/guardian wishing to review these records must apply to the Board.

## **Transcripts**

Transcripts of academic and health records may not be given directly to the parent/guardian. A request for transfer must be submitted in written form by a parent/guardian. Transcripts will be sent directly from school to school when the sending school receives an official written request from the receiving school.

## **Student Record Changes**

When a student's address or phone number changes, it is very important that the new information be reported to the School Office as soon as possible. Changes in parents'/guardians' work and emergency phone numbers need also to be reported immediately. These items of information must be current at all times.

## **Transfers**

Parents/guardians are requested to notify the School Office in advance of a request to transfer. The new school will request the student's transcripts from St. Bartholomew School. If the transfer is due to a change in residence, the new address must be provided. The last date the student will be in attendance at St. Bartholomew School is also required. Please do not assume that students withdrawn from St. Bartholomew School to attend another school will be readmitted to St. Bartholomew upon request.

## **Homework Policy**

Homework extends learning experience beyond the classroom and reinforces learning by giving the student a chance to practice without the pressure of time. While the type and length of assignments will vary among departments and teachers, structure of homework must be maintained. The quantity of homework will be age appropriate. Homework will also be posted on our website. Students are not permitted to return to the classroom after dismissal to retrieve forgotten books or materials unless they and a supervising parent/guardian have checked into the School Office for permission.

Parent/guardians should provide an adequate study area free from distractions and plan a

specific time to do homework. Parental supervision of homework is a crucial component in a student's academic success. Parents/guardians need to assist and encourage, but not do the homework for students. Parents/guardians should watch for signs that the student is not involved in homework activities. If progress reports and report cards indicate a problem, parents/guardians should not hesitate to initiate contact with the teacher.

Consequences and notification of incomplete homework varies with grade levels. A student who misses five or more homework assignments may be kept off of the honor roll. These age-appropriate procedures are explained by teachers at Back-to-School Night. A student who has been absent is required to acquire and complete all assignments. Students shall have the opportunity to make up tests when they return to school. School policy allows a period of time equal to the number of absent days to submit due homework. Parents/guardians may wish to pick up assignments at the end of the day the student is absent. Please do not request assignments earlier than dismissal time.

### **HOMEWORK TIME SCHEDULE GUIDELINES**

Kindergarten – approximately 15 minutes per day

1<sup>st</sup> and 2<sup>nd</sup> grade – approximately 30 minutes per day

3<sup>rd</sup> and 4<sup>th</sup> grade – approximately 45 minutes per day

5<sup>th</sup> and 6<sup>th</sup> grade – approximately 60 minutes per day

7<sup>th</sup> and 8<sup>th</sup> grade – approximately 90 minutes per day

### **Home Instruction**

If a student is absent from school for medical reasons and is confined to his/her home or a hospital for a period of two or more weeks, the parent or guardian should contact the School Office for information about possible home instruction.

### **Diocese of Metuchen Ethical Use of Technology Policy**

The purpose of school-provided technology is to facilitate legitimate school endeavors, which are educational and administrative in nature. The use of technology must always be in conformity with the law and the religious mission of the Diocese of Metuchen. Each school as an educational institution will have the resources to exchange information within its facility and with other institutions throughout the world.

The use of technology is a privilege, not a right, and inappropriate use will result in a cancellation of the user's privileges. The administration and the faculty have the right to monitor all communications on the school network.

#### **Acceptable Use Guidelines:**

Equipment:

- The user will recognize the value of the hardware, software, and all computer-related materials and will not misuse or abuse any items.
- No user will alter, install, modify, upgrade, repair, or remove any school hardware, including but not limited to computers, interface cards, monitors, printers, scanners, modems, wiring or cabling, mouse, or other accessories.
- Users who damage any hardware or software will be responsible for replacing

the damaged articles at their own expense.

Software:

- Commercial software is copyrighted and each user must abide by the licensing agreement published with the software.
- The user will not violate any copyright laws regarding print, electronic, or visual information.
- The user will not read, change, create, delete, copy, or modify any parts of the resident software or the operating system.

The School Internet Access:

- The user may utilize the network and Internet resources for educational and administrative purposes only. Commercial uses are strictly prohibited.
- The user will not upload, download, or bring into the school material deemed inappropriate. This would include, but not be limited to, any material that contains profanity, vulgarity, and/or obscene or violent content. Materials that are racist, abusive, degrading, demonic, or promote intolerance, prejudice, harassment, or insult any individual, ethnic, or religious group are unacceptable.
- Transmission of material, information, or software in violation of any church, school, local, state, or federal law is prohibited.
- The user will not meet in person any individual who he/she made contact with through school technological resources. Meetings with resource people contacted through the Internet will be arranged only with the approval and supervision of the school administration.
- A usage agreement signed by the student, parent/guardian, and teacher is required before any student is provided with Internet access privileges. See Signature Page.

E-mail:

- E-mail is intended for educational use.
- The user will not reveal addresses, phone numbers, photographs, or other personal information of himself/herself to others.
- The user will not access his/her private e-mail accounts through the use of the school network.
- The user will report any message received through technological resources that makes him/her feel nervous or uncomfortable.
- E-mail may not be used for knowingly transmitting, retrieving, or storing any communications that are discriminatory or harassing, derogatory to any individual or group, obscene, defamatory or threatening, chain letters, illegal or against St. Bartholomew School/Diocese of Metuchen policy, or contrary to the St. Bartholomew School/Diocese of Metuchen's interest.

Monitoring:

- Electronic information created and/or communicated by a user using the network resources is subject to monitoring by the School/Diocese of Metuchen on an "as needed" basis. While we respect our users' wish to work without such monitoring, the following conditions may be noted:
- The St. Bartholomew School/Diocese of Metuchen reserves the right to institute random monitoring of electronic systems as part of a program to make sure that such systems are used in conformance with the law and with this and other School/Diocese

of Metuchen policies. Users should therefore not assume electronic communications are totally private and confidential and should transmit highly sensitive information in other ways.

Miscellaneous:

- The user will work in a quiet, respectful manner, not disturbing or distracting to others.
- The user will not disclose personal passwords or access codes assigned to him/her or any other user.
- The user will not attempt to access files, personal passwords, or access codes created by or assigned to any other user.
- In addition to not accessing the files of another user, it is prohibited to use the name or screen name of another. Further, no aliases or handles are allowed when saving files or program activity.
- The user will not interact with any computer equipment other than that which was assigned to the user unless given permission to do so by the instructor.
- The user will not attempt to defeat security measures instituted by the school.
- Unauthorized access to computers before or after designated hours or from locations other than those approved for specific computer assignments is prohibited.
- The user will use school technological resources for educational purposes only.
- The user will not use school technological resources to support candidates for public or elected office.
- The user will exercise due diligence and is bound not to disclose or use any confidential or personal information acquired as a result of using the school's technological resources.
- The school makes no warranties of any kind, whether expressed or implied, for the use of technology. It will not be responsible for any damages suffered, such as loss of data resulting from delays, non-deliveries, or service interruptions caused by its own negligence or the user's errors or omissions.
- The school specifically denies any responsibility for the accuracy or quality of information obtained through its technological resources.
- Any user of our technological resources specifically agrees to abide by this Ethical Use of Technology Policy and, in addition, agrees to indemnify the St. Bartholomew School/Diocese of Metuchen for any losses, costs, or damages, including attorney's fees, incurred relating to or arising out of any breach of this document. Use of the technological resources will be permitted upon reading, signing, and returning the Ethical Use of Technology Policy Agreement included in this handbook.
- No one may use the school name or logo on personal websites, Facebook, or any social networking site that may be available to their use. Any information published that may be detrimental to the reputation of the school and/or students or employees will result in disciplinary action.

Addendum:

The widespread ownership of mobile devices among our students requires that school administrators, teachers, students, and parents/guardians take steps to ensure that these devices are used responsibly at St. Bartholomew School. These devices include, but are not limited to, electronic readers, digital music players, cell phones, Smart watches, netbooks, and tablets. The addendum to our Acceptable Use Policy (AUP) is designed to ensure that proper

use of mobile devices is clearly identified and addressed, ensuring the educational and safety benefits that mobile devices provide. The use of all mobile devices should always be in accordance with St. Bartholomew School's Acceptable Use of Technology Plan. All mobile devices brought to school are subject to this policy.

Following are the acceptable use guidelines for mobile devices at St. Bartholomew School:

- Cell phones with reading apps, etc. are considered cell phones, not readers, and are subject to the School's cell phone guidelines.
- All social networking activity is prohibited on mobile devices, unless otherwise supervised by the faculty or administration.
- The Internet will be accessed via St. Bartholomew School-owned equipment only.
- The use of cameras on any mobile devices is strictly prohibited, unless otherwise authorized by a St. Bartholomew School teacher or administrator.
- The School is not responsible for any photographs, video, Snap Chats, Instagrams, etc. taken at school functions.
- Should any disruption be caused by a mobile device, the responsible student may face disciplinary actions.
- St. Bartholomew School assumes no responsibility for lost, damaged, or stolen devices owned by a student.
- Smart watches are not allowed in school.

## **Sexting Policy**

The following guidelines are taken from the Policy Manual of the Diocese of Metuchen:

**The mission of all Catholic schools is to bring students closer to Jesus Christ by teaching and living the gospel message in an environment where the unique value of each person is recognized, protected and respected. Certainly, issues of morality demand a strong partnership between the school and the family to protect students from dangers they do not foresee. The Catholic Church believes and teaches that human bodies are gifts from God and temples of the Holy Spirit. The Church defines chastity as "the successful integration of sexuality within the person and thus the inner unity of man in his bodily and spiritual being." (CCC2337)**

**Educators, when teaching the first, sixth, eighth, and ninth commandments, are called upon to include the use of social media as a significant part of the instruction they give. As our schools partner with families to model Catholic Social Teachings emphasizing the dignity of the human person takes on a new and different meaning while discussing sexting and related issues. In teaching our children about human sexuality within the framework of God's plan, we provide opportunities for moral decision making based on solid Catholic teachings.**

**The Diocese of Metuchen prohibits acts of harassment, intimidation or exploitation of all students. Each school must insure a safe environment that reflects the gospel and is conducive to student learning. With more students having access to phones and social media accounts, it is becoming easier for them to send and receive explicit messages and images. All students are expected to refrain from any and all conduct involving sexting. They are to respect the dignity of others and of themselves at all times. Sexting shall not be tolerated on school property, on the school bus, at any school sponsored function on or off school grounds.**

In complying with this Policy, the following must be considered:

- Sexting is the production, possession or dissemination of sexual materials, including sexually suggestive text messages, nude/semi-nude photographs, or videos of themselves or others via cellular telephone or the internet by students on school property or at any school sponsored function. Sexting does not fuel committed, eternal love as God desires for us. It stands in opposition to God's plan for us, and for that reason it is wrong.
- Pornography consists in removing real or simulated sexual acts from the intimacy of the partners, in order to display them deliberately to third parties. It offends against chastity because it perverts the conjugal act, the intimate giving of spouses to each other. It does grave injury to the dignity of its participants (actors, vendors, the public), since each one becomes an object of base pleasure and illicit profit for others. It immerses all who are involved in the illusion of a fantasy world. It is a grave offense. (CCC 2354)
- Creating or sharing explicit images of a child is illegal, even if the person doing it is a child. A young person is breaking the law when they take an explicit photo or video of themselves or a friend; share an explicit image or video of a child, even if it is shared between children of the same age; or, possess, download or store an explicit image or video of a child, even if the child gave his/her permission for it to be created. Images covered under the law include, but are not limited to, naked pictures, photos of intimate body parts, including topless photos of girls, any sex act and any sexually suggestive image, which includes photos of a person in undergarments/underwear. If it is found that a child under the age of 18 is in possession of any of these, has been sending them or taking these types of photos, the police can record it as a crime and the offender may be prosecuted.

In complying with the Policy, the following procedures must be observed:

- All reported incidents of sexting shall be dealt with immediately.
- The school will take immediate measures to protect the victim and others involved in the incident.
- Report to the Diocese of Metuchen Diocesan Response Office.
- Report immediately to the Office of Schools, either the Superintendent or Assistant Superintendent.
- Report immediately to the local Police Department.
- Secure all cell phones, computers or other electronic devices that may contain or have disseminated sexual materials, including sexually suggestive text messages and nude or semi-nude photographs. Cell phones should be placed in Airplane mode to preserve the evidence.
- Secure all potential witnesses.
- Contact the parents of all students involved in the reported incident.
- Students involved in possession or transmission of inappropriate photos on their cell phones or other electronic devices may face some or all of the listed consequences:
  1. Temporary removal from the classroom;
  2. In-school or out-of-school suspension;
  3. Parent conference;
  4. Deprivation of privileges;
  5. Suspension from sports participation;
  6. Removal from After-School programs;

7. Counseling;
8. Therapy;
9. Expulsion

## Use of School Logo

The design of the school logo must remain intact. No alterations, additions, or deletions to any part of the logo are permitted. Any individual, organization, or company wishing to use the logo for any purpose must obtain permission to do so from the Principal and Pastor.

## Google Classroom

Google Classroom for students in Grades PK-8 offers a unique set of collaboration resources for teachers to post assignments, provide online multimedia rich resources, and topic boards for discussion. Additionally, it provides a means for students to submit assignments electronically and collaborate with other students on assignments both within and outside the classroom.

As with any technology, the protection of our children is paramount. In order for us to continue along our road of excellence, we must also ensure that the appropriate measures are in place to continue to provide the safest possible education from those digital threats around us. Part of these measures include the monitoring of online activities while using school technology and censorship against cyberbullying, inappropriate or adult content matter, or any other content that may be immoral or counter to the teachings of the Catholic Church.

Each student will be receiving a unique user account and password. Each student's username will consist of the first two letters of his or her first name followed by his or her full last name and year of graduation at St. Bartholomew School. Students will be receiving an initial password for their account which they will be required to change. Once a student changes his or her password, there is no way for us to retrieve the password. Each student will have an associated e-mail address @stbartseb.com. Students' accounts are restricted and will not be able to send e-mail of any kind to any e-mail address regardless of whether it is an internal or external e-mail address. Students' e-mail accounts will also not be able to receive e-mail from any e-mail account, either internal or external, with the exception of their teachers' account. A copy of all e-mails sent or received will be archived.

Unauthorized access, hacking, or any other unlawful activities, or use of school resources for unlawful, immoral, or inappropriate purposes will not be tolerated, and will result in disciplinary action.

Every student's account and associated information that identifies him or her uniquely is considered private information. Any information that identifies students uniquely is considered private information. Any information that is private or considered private information under CIPA (Children's Internet Protection Act) or COPPA (Children's Online Privacy Protection Rule) will not be disclosed or disseminated in any way. For further



information regarding CIPA, please visit: <https://www.fcc.gov/guides/childrens-internet-protection-act>. For further information regarding COPPA, please visit: <https://www.ftc.gov/tips-advice/business-center/guidance/complying-coppa-frequently-asked-questions>.

## Behavior

### General Behavior Policy/Code of Conduct

A spirit of Christ-like charity, respect for authority, and mutual cooperation are essential elements of the learning environment at St. Bartholomew School. Students are expected to act with courtesy and respect toward one another and all members of the staff. They must take seriously their obligation to develop lifetime habits of self-control and concern for the well-being of others. Home and School will work together to help students to learn and live the qualities of responsible behavior and the elements of good citizenship.

A student who chooses to disrupt the good order of the School or to violate policy or regulation will have to accept the consequences of those irresponsible choices. Appropriate discipline is within the discretion of the Principal. Accountability for uncooperative, disruptive, or unsafe behavior may take any of the following forms: warnings, assignments, denial of privileges, lunch or after school detention, in-school suspension, out-of-school suspension, expulsion, or any other consequence deemed appropriate by administration.

Students at St. Bartholomew School are expected to follow behavioral rules that reflect values and virtues consistent with good conduct and respect. These include:

- Expression of respect toward themselves and all others within the school community.
- Neatness in appearance and in proper school and gym uniform.
- An attitude of respect toward personnel, classmates, and school property.
- Behavior that reflects responsibility and does not harm or endanger the health or safety of others. Conduct, whether inside or outside school, that is detrimental to the reputation of the school.
- No engaging in any action that is potentially or actually harmful to students, faculty or staff.
- No running in school. Walk quietly and in a straight line in hallways.
- No defacing or destruction to school property.
- Self-control and appropriate behavior in all areas of the school building, campus, on the bus, and on field trips.
- No inappropriate or abusive or profane language or gestures, or listening or viewing such, are permitted.
- Truthfulness in communication and interaction with all school adults and fellow classmates.
- No plagiarism or cheating is acceptable (see next Plagiarism and Cheating Policy in the next section).
- No chewing gum on bus or school property.
- Other inappropriate conduct.

St. Bartholomew School conforms to the behavior policy promulgated by the Department of Education, Diocese of Metuchen, which is reprinted below:

“Students who choose to disrupt the order of the school, violate policies or regulations, or infringe on the rights of other students, interfere with the teaching or supervisory duties or staff, must accept consequences of these choices.

Students are expected to be respectful of others and the others’ property; be obedient to authority; be orderly; cooperate with students, teachers, and all others within the school; act in appropriate manner; and behave in a fashion that reflects the teachings of the Roman Catholic Church. Failure to meet these standards of conduct shall result in the application of the following disciplinary actions:

- School authorities shall follow procedures outlined in the Memorandum of Agreement which has been entered into by the Diocese of Metuchen, the school, and local law enforcement agencies. The behaviors cited below are a mere summary of the behaviors cited in the Memorandum of Agreement and are not intended in any way to supplement, revise, or supersede the specific language of the document.
  - Physical violence or the threat of physical violence;
  - Bringing weapons to school;
  - Threatening another person with weapons, drugs, and/or violence;
  - On-going bullying and/or even an instance of bullying that represents an imminent danger to others;
  - Brings to school toys or other objects that can be dangerous or used as weapons;
  - Possession of or use of drugs, narcotics, tobacco, or alcoholic beverage on school grounds, bus, or at school events.
- If a student engaged in any of the aforementioned acts, the Memorandum of Agreement requires that the principal or his/her designee: (a) call the police department immediately upon being informed of the student’s violation of this policy, (b) call the parents/guardians to inform them of what transpired, (c) call the appropriate administrator in the Catholic Schools Office, and (d) suspend student during the course of the police investigation. During the course of the suspension, the principal is required to collaborate with the Catholic Schools Office. Dismissal from school may result.
- Policy of the Catholic Schools Office requires that the school inform the parents/guardians that the parents/guardians must (a) arrange to have the child interviewed by a Certified Psychologist, and (b) present a letter signed by the Psychologist to the school principal to consider for reinstatement to school.”

Due to the provisions of the Memorandum of Agreement, St. Bartholomew School must implement the disciplinary actions outlined above when behavioral infractions occur. Parents/guardians will assist their children by helping them to realize the consequence of misbehavior in our ever changing society.

Violence or threatened violence (causing physical harm to another) may result in suspension or expulsion and required counseling before the student be allowed to return to school. **The principal and pastor are the final recourse in all disciplinary situations and may waive any or all regulations for just cause at his or her discretion.**

## Plagiarism and Cheating Policy

### **Plagiarism**

Presenting the work of another as one's own (i.e., without proper acknowledgement of the source whether intentional or not) is plagiarism.

Examples of plagiarism include, but are not limited to:

- Using another's work from print, web, or other sources without acknowledging the source
- Quoting from a source without citation, using facts, figures, graphs, charts, online essay generator, or information without acknowledgment of the source
- Any text submitted as one's own work that was written or typed by any other person or program including but not limited to artificial intelligence or AI (including revision and edits not directly made by the student, but submitted as work of the student)

Most cases of plagiarism can be avoided by citing sources. Acknowledging that certain material has been borrowed and providing your readers with the information necessary to find that source is usually enough to prevent plagiarism. Source: [www.plagiarism.org](http://www.plagiarism.org)

### **Cheating**

Cheating is an attempt to get something for little or no effort and to gain an academic advantage at the expense of another.

Examples of cheating include, but are not limited to:

- Copying another student's work or receiving unauthorized assistance during a quiz or test
- Copying another student's work when it was not specified to work in groups or share findings
- Using books, notes or other devices (e.g., calculators, cell phones, Smart watches, applications/apps, artificial intelligence or AI, or computers) when these are not permitted
- Procuring without authorization a copy of or information about and quiz or test before the scheduled quiz or test
- Unauthorized collaboration on a quiz or test

First Offense: Goal is to reteach the expected conduct to student

- Teacher/student conference to discuss
- Student and teacher inform parent/guardian
- Student must write an apology letter to the teacher
- The assignment is redone for credit
- Student resigns plagiarism and cheating policy

Second Offense: Goal is to enforce policy and reteach student

- Teacher/student conference to discuss
- Student and teacher inform parent

- Referral to principal
- Students must write an apology letter to the teacher, parent, and principal
- The assignment must be redone for partial credit
- Student resigns plagiarism and cheating policy

Third (+) Offense: Goal is enforcement of policy and cessation of behavior

- Teacher/student/parent/guardian/principal conference to discuss continual disregard for both the policy and code of conduct
- A plan of action will be agreed upon
- Student will not be allowed to make up assignment and will receive a grade of 55%

## **Diocese of Metuchen Harassment, Intimidation, and Bullying Policy**

### **Conflict vs. Bullying**

Conflict is different than bullying. Not all disagreements and fights are bullying. Conflict is a normal part of human interaction and arises frequently in our day to day lives. Part of learning to be independent and grown up is learning how to deal with and respond appropriately to conflict at home, at school, and in your community. Recognizing the difference between conflict and bullying will help students, parents/guardians and teachers know how to respond.

#### **Conflict is:**

- A disagreement; an argument
- All parties have equal power to solve the problem
- All parties have an equal interest in the outcome and are equally involved
- All parties are of relatively equal size, age or status
- A conflict can be resolved by talking or working things out together or with help from an adult.

#### **Bullying is:**

- Not a disagreement, the behavior is one-sided
- A repeated form of mistreatment where the victim cannot defend him/herself
- An imbalance of power – usually one person is either bigger or older than the other or has a higher social standing (is more popular) and uses this against the other person
- Usually involves repeated acts of harassment, harm or humiliation
- Causes a change in the school climate for the student who is the victim

### **Differences in Addressing Conflict and Bullying**

Conflict is an important part of growing up but bullying is not. Conflict teaches children how to give and take, how to come to an agreement and how to solve problems. When it comes to conflict, children need to learn conflict resolution and resiliency skills. These skills promote listening and working together to come to an agreement or plan to move forward.

Bullying is different. It is about the bully making a choice to intentionally hurt another person with the goal of exercising power over them. When bullying occurs, the bully is fully responsible for the situation. And the bully bears all the responsibility for change. Bullies usually do not

negotiate with others. They want power and they blame others for their actions. Even if an adult can get them to apologize, bullies will often retaliate when no one else is around. As a result, it is crucial to recognize the difference between conflict and bullying.

The most common form of student incidents is identified as teasing, which is intended to provoke or make fun of someone in a playful way. Teasing can turn into verbal bullying or taunting. This behavior is intended to distract, disturb, offend, sadden, anger, bother, irritate, or annoy the recipient. Because it is hurtful, it is different from joking and is generally accompanied by some degree of social rejection. This behavior will be addressed under the same guidelines as bullying.

The School prohibits any act of harassment, intimidation, or bullying of a student or staff member. A safe and civil environment in school is necessary for students to learn and achieve high academic standards. Harassment, intimidation, or bullying, like any other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate students in a safe environment.

Harassment, intimidation, or bullying means any gesture, written, verbal, or physical act, or any electronic communication that:

- Can be reasonably perceived as being motivated by either any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or mental, physical or sensory disability; or
- Takes place on school property, at any school sponsored function, social media or on a school bus that substantially disrupts or interferes with the orderly operation of the school or rights of other students; and
- A reasonable person should know, under the circumstances, that the act(s) will have the effect of physically or emotionally harming a student or damaging a student's property, or placing a student in reasonable fear of physical or emotional harm to his/her person or damage to his/her property; or
- Has the effect of insulting or demeaning a student or group of students; or
- Creates a hostile educational environment for the student by interfering with the student's education or by severely or pervasively causing physical or emotional harm to the student.

### **REPORTING**

All acts of harassment, intimidation, or bullying shall be reported verbally or in writing first to the classroom teacher as soon as possible. The teacher will then report the incident to the Principal or designee as soon as is practicable from when the school employee, vendor, student or volunteer witnessed or received reliable information regarding any such incident. Students may also use StopIt, a mobile application provided by to anonymously report such acts. The school principal or designee shall initiate an investigation as soon as possible. If the reporting took place verbally or in writing the school principal or designee will create a StopIt incident.

A school employee who promptly reports an incident of harassment, intimidation or bullying, to the appropriate school official designated by the school's policy, is immune from a cause of action for damages arising from the reporting of the incident or any failure to remedy the reported incident.

The school's employees, students or volunteers are prohibited from engaging in reprisal, retaliation or false accusation against a victim, witness, and one with reliable information or any other person who has reliable information about an act of harassment, intimidation or bullying or who reports an act of harassment, intimidation or bullying. The consequences and appropriate remedial action for a person who engages in reprisal, retaliation or false accusation shall be determined by the principal after consideration of the nature, severity and circumstances of the act.

### **INVESTIGATION**

The Principal or designee will interview the student who made the accusation and the student who is accused of committing the act(s) as soon as the report is received. Additionally, the Principal will interview any adult who was or may have been present when the act(s) took place. The Principal, as part of the interviews, will inquire as to the names of any witnesses to act(s) and interview them. If there is any documentary evidence (i.e. text messages, social media, photos) the Principal will request copies. The Principal will keep written notes of the interviews. Confidentiality for all students involved will be maintained to the extent possible. The students involved or staff involved will be instructed not to discuss the incident in order to preserve the integrity of the investigation. The parents, police and any other appropriate agency shall be informed by the Administration if the accusation meets the criteria for reporting to law enforcement and deemed exclusive of pastoral discretion.

Parents shall be notified verbally and/or in writing within 48 hours of the start of an investigation. The investigation shall be completed as soon as possible, but no later than 10 school days from the date of the report of the incident of harassment, intimidation or bullying. Upon completion of the investigation, the principal will determine consequences of the incident report. All statements and evidence of the investigation will be updated and/or attached to the StopIt incident report.

The parents will be advised verbally and/or in writing of the completion of the investigation and the conclusion reached. No parent/guardian will be advised as to the discipline of any child other than their own. The Principal's decision is binding.

### **STUDENT SUPPORT**

The administration and faculty will provide ongoing support for students who are subject to harassment, intimidation, and bullying, including some or all of the following:

1. The student(s) will meet with the School Counselor and/or Principal to discuss the incident and explore any feelings or concerns;
2. The School Counselor and/or Principal will assist the student in returning to the classroom;
3. Grade and homeroom teachers will be asked to closely monitor the student and provide support as needed;
4. The school environment will be altered as needed, such as changing seats or assigning cafeteria seats;
5. The School Counselor and/or Principal will provide social skills, including empowerment skills and responding in the moment;
6. The student will be provided with assistance in reading or interpreting social signals, building self-esteem or identifying friends and classmates who can offer support;

7. The administration may increase positive contact with adults in the school who can provide future support;
8. The administration may encourage positive peer relationships and support; and
9. The Counselor and/or Principal will be available to speak with and provide support to the students, parents, and family. If necessary, encouraging professional help from community mental health providers will be recommended.
10. Parental involvement.
11. Counseling/conflict resolution.

### **NOTIFICATIONS**

If the Principal, or his or her designee, determines that Harassment, Intimidation, Bullying or Retaliation has occurred, he/she shall:

- notify the local law enforcement agency if called for by the Memorandum of Agreement with Law Enforcement;
- notify the parents or guardians of the Aggressor; and
- notify the parents or guardians of the Target.

**The specific disciplinary consequences imposed on the Aggressor will not be disclosed to the parents or guardians of the Target.**

### **DISCIPLINARY ACTION**

Once the investigation is complete, the Principal, or his or her designee, shall determine the consequences for the Aggressor(s) on a case-by-case, age appropriate basis. Harassment, intimidation or bullying can take many forms and can vary dramatically in how serious it is, and what impact it has on the Target and other students. While conduct that rises to the level of a violation of this policy will generally warrant disciplinary action against the students responsible, whether to impose disciplinary sanctions and what sanctions to impose in a particular case are matters within the professional discretion of the Principal, or his or her designee. It is the goal of the school to have students achieve redemption, learn, and stop the conduct. If the Principal, or his/her designee, deems that expulsion is the appropriate consequence, the Principal must first contact the Office of Schools.

Disciplinary action for children in preschool and kindergarten, first and second grade will generally be handled by the child's teacher working with the student, the student's family and the Principal (as needed). These children are very young and are learning social skills. Only in exceptionally severe circumstances will conduct of a young student be referred to law enforcement.

### **CONSEQUENCES**

The following list of consequences and remedial actions is provided as a guide and by no means limits the school from implementing other additional consequences and remedial actions consistent with the requirements of this Policy.

**Student Consequences may be one or more of the following:**

- Loss of a privilege;

- Completion of letter of acknowledgement of action, with apology to the Target (after reviewed by the Principal and not in a case of sexual harassment or intimidation);
- Detention;
- Reparation to Target in the form of payment for, or repair of damage to possessions;
- Reassignment of seats in class, cafeteria or bus, or removal from the bus or extended care;
- In-school suspension;
- Out-of-school suspension;
- Extended suspension;
- Expulsion.

**Remedial Actions:**

- Parent/Student Conference;
- Counseling with licensed counselor or psychologist at the parents’ expense;
- Education about the effects of Harassment, Intimidation or Bullying;
- Behavioral agreement;
- Cooperation with a behavioral management program developed in consultation with a mental health professional and the Principal.

**Detention**

The Principal and Teachers have the authority to detain a student who disregards class and/or school regulations. The parents/guardians will be notified. Parents/guardians are responsible for their children’s transportation home after detention. If, due to unusual circumstances, there is an exception to the procedure stated, parents/guardians will be notified by telephone. Please note that detention, whether lunch or after school, will be age-appropriate service-oriented.

**Suspension/Probation/Expulsion**

Students are suspended from school and placed on probation when behavior warrants such action in the judgment of the Administration.

In-school suspension is issued for serious infractions and involves removing the student from the classroom environment and placing him/her under the supervision of Administration. At the discretion of Administration, the student may return to the regular classroom. In-school suspension may last for a portion of the day, the whole school day, or longer. On occasion, for the student’s safety, the Administration may request that a parent/guardian have the child assessed by a mental health expert before returning to school following a suspension. Parent/guardian will be notified of suspension by a telephone call from Administrator.

Out-of-school suspension would be issued to students who continue to behave in ways inconsistent with school behavior policy. This may occur if a student has served an in-school suspension or not. The Administration reserves the right to issue an immediate out-of-school suspension when warranted. Parents/guardians will be notified of an out-of-school suspension by a telephone call from the Administration at which time a conference will be arranged between parent/guardian and Administration.

The following are considered major disciplinary infractions. However, this list is not



limited to the following:

- Behavior that consistently disrupts the teacher's instruction and students' learning
- Immorality
- Gross defiance: repeated infractions, answering back, foul language, disrespect
- Truancy
- Unauthorized leaving of school grounds or school-sponsored events
- Theft
- Vandalism
- Verbal, physical, or sexual harassment
- Threats
- Weapons, drugs, or alcohol
- Other inappropriate conduct

Expulsion is an extreme response by the school, reserved for individual behaviors that are serious threats to the school community. In all cases involving a possible expulsion from school, the parents/guardians of the student will be notified. An appointment will be arranged for Administrators, parents/guardians and students to confer. Situations that may merit expulsion include, but are not limited to, possession of a weapon, continued and willful defiance of authority, continued and willful disobedience, physical assault, arson, grave defacing or destruction of school property, or possession of alcohol and other drugs, or lack of parental cooperation. Two or more suspensions during the academic year may lead to student dismissal. Tuition and fees will not be refunded if student is dismissed.

### **Transfer on Grounds of Parental/Guardian Behavior**

The education of your child is a partnership between parents/guardians and the school. If, in the opinion of the administration, that partnership is irretrievably broken, the school reserves the right to require you to withdraw your child from the school.

Parental cooperation is essential for the welfare of students. Normally, a child is not deprived of a Catholic education or otherwise penalized for actions of parents/guardians. However, the Principal may require the dismissal of a student when parents/guardians have been persistently and overtly uncooperative regarding school policies, regulations, or programs. Student dismissal may also be required when parents/guardians have interfered in matters of school administration to the detriment of the school's ability to serve their own or other children. If, in the opinion of the administration, parent/guardian behavior interferes with the teaching/learning process, the administration may require parents/guardians to withdraw their children and sever the relationship with the school. Harassment, use of foul language, and verbal or physical threats of administration, teachers, or students by parents/guardians may result in the dismissal of students. Tuition and fees will not be refunded if student is dismissed.

### **Addressing Disputes with the School**

The School and parents/guardians should strive to communicate with one another in an open and collaborative manner. It is the goal of the School to address parent/guardian concerns regarding their child's experience in the school. In turn, there may be times when

the School must raise issues pertaining to a student that are related to disciplinary, educational, or social issues.

Recognizing that students are best served when families and the School can find mutually agreeable solutions to resolve differences or problems, it may sometimes not be possible to find a solution or compromise to accommodate the needs of the School and the student or their family. It is agreed by the School and the family that it is not an effective manner of communication to bring third parties into the conversation as it impedes collaboration and creates an adversarial relationship.

It is the policy of the School and the Diocese of Metuchen that in the event a family engages an attorney, the student cannot remain in the School as it represents a complete and irrevocable breakdown of the relationship between the School, the student, and the family. Accordingly, the student must immediately withdraw from the School. The student is not eligible to be re-enrolled at a later time.

### **Substance Abuse**

The School is committed to the prevention of drug and alcohol abuse through educational means and other appropriate programs and services and will take necessary and firm action to protect the school community from harm and from exposure to the negative aspects of drug and alcohol use/abuse.

The School prohibits the use, possession, and/or distribution of drugs or alcohol on school premises and at any event away from school premises that is sponsored by the school, and on buses provided by other districts. Students suspected of being under the influence of drugs or alcohol will be identified, evaluated, and reported in accordance with the law. Students who use, consume, possess, or distribute drugs or alcohol on or off school premises will be subject to discipline, which may include suspension, expulsion, and notification of law enforcement.

### **School Counselor**

St. Bartholomew School participates in a counseling program. A trained and licensed counselor is available full time to address school and other related issues with students. Any student may request to see the counselor. Faculty or administration may request the counselor speak with a student. It is our policy that the counselor may speak with a student one time before notifying parents/guardians and/or may assist administration with issues related to behavior. Our counselor, administration, faculty, and staff maintain the confidentiality of the student unless it involves health, safety, or sanctity of life and may require a visit to the counselor or an outside mental health professional and a note clearing the student to return to school. As need may warrant, the school recommends specialized counseling services through outside agencies. New Jersey State law requires that any person who has reasonable cause to believe a child may have been subjected to abuse or neglect must make a report to the New Jersey Division of Child Protection and Permanency. Please see the school counselor's webpage for further information and permission forms.

## Uniforms

**All components of the uniform (except shoes) are to be purchased through FlynnO'Hara Uniforms.** We recommend purchasing early to avoid crowds and shortages.

Website - <http://flynnohara.com>

>Please specify *St. Bartholomew School in East Brunswick* when ordering.

Address - 2145 Route 35  
Holmdel, NJ 07733  
(732) 888-3885

Uniforms promote discipline and foster pride in being a St. Bartholomew School student. We believe that personal hygiene should be a cooperative effort between child and parent/guardian that results in cleanliness of body and apparel. Students should take pride in their appearance and dress properly for school, trips, and activities. The school is the student's place of business and, as such, the administration has an educational responsibility to enforce the dress code.

Except for those days on which the school has given permission for other attire, each student is required to wear a complete, clean, and presentable uniform.

**Summer/Spring** uniforms may be worn from the first day of school in September until October 31, and then from Easter Sunday until the last day of the school year.

### **REGULAR UNIFORM CODE**

#### **GIRLS**

##### **SKIRTS/PANTS/SHORTS**

- 1) Khaki School SKIRT (**SUMMER/SPRING ONLY**) \*
- 2) Khaki School SHORTS (**SUMMER/SPRING ONLY**)
- 3) Navy Polyester Pleated School Skirt \*
- 4) Khaki School Pants
- 5) Navy 2-pleat skort\*
- 6) Khaki 2-pleat skort (**SUMMER/SPRING ONLY**) \*

\* Skirt length must be appropriate for school.

**NOTE** - Pants, Skirts, and Shorts must be worn at the natural waist.

**KNEE SOCKS & TIGHTS** - solid WHITE or NAVY ONLY

##### **KINDERGARTEN through GRADE 4 ONLY**

**PLAID SCHOOL JUMPER** - Female students in these grades have the OPTION to wear, ONLY with a long or short sleeve white Peter Pan collared blouse.

##### **GRADE 5 through 8 ONLY**

**PLAID SCHOOL SKIRT**

## **BOYS**

### **PANTS & SHORTS**

- 1) Khaki School SHORTS (**SUMMER/SPRING ONLY**)  
**NOTE** - WHITE CREW SOCKS ONLY (no stripes or logos)
- 2) Khaki School Pants

**BELTS - (Grades 4 to 8)** solid in color: Navy Blue, Brown or Black

**NOTE** - Pants and Shorts must be worn at the natural waist.

## **ALL STUDENTS \***

### **SHIRTS**

- 1) Dark Navy or White Long or Short-Sleeve "St. Bartholomew School" Polo
- 2) Long-Sleeve or Short-Sleeve WHITE button down Oxford shirt \*\*  
(Students in 7th or 8th grades may wear blue)

**NOTE** - Shirts MUST be tucked in at all times.

\*\* Students wearing the jumper must have the Peter Pan collared shirt.

**OPTIONAL SWEATER** - School embroidered Vest or V-neck

**OPTIONAL ¼ ZIP SWEATSHIRT** - Logo sweatshirt for all students in grades 5-8 only

### **SHOES (Regular and Formal days)**

- 1) Must be SOLID Tan, Navy Blue, Black, Dark Gray, or Brown in color
- 2) **UNACCEPTABLE** footwear includes:  
NO BACKLESS OR LOOSE FITTING SHOES ARE ALLOWED  
Sneakers\*  
Sandals (backless AND toeless as an example)  
Platforms  
Clogs (includes Ugg style slip on footwear)  
Crocs (or similar style)  
High heels  
Boots\*\*

\* *medical exceptions will be reviewed by the Principal and Nurse*

\*\* *On inclement weather days, snow or rain boots MAY be worn INTO and OUT of school and then MUST change into school shoes upon arrival.*

## **JEWELRY**

### **EARRINGS**

**GIRLS** - One pair only, small posts or hoops (no bigger than a nickel).

**BOYS** - ONLY for religious reasons and approved by administration.

### **WATCHES**

*Regular watches* may be worn, however students are not to allowed to wear or use Smart watches in school.

*Toy watches* can be distracting and therefore please refrain from sending them to school.

## **HAIR STYLE**

- 1) "Fad" styles are not permitted.
- 2) Male hair length must not extend below the top of the shirt collar.
- 3) Symbols/shaved cutouts in the hair are not permitted.
- 4) Inappropriate hair coloring is not permitted. The Administration reserves the right to determine the appropriateness of style or color.

## **EXTRAS**

**Nail polish** - should be a natural color

The following are NOT permitted under any circumstance:

- 1) Make up
- 2) Permanent tattoos

## **FORMAL UNIFORM**

**When the School Community goes to Mass together (specifically most Fridays) and other special occasions, students will be required to wear the formal uniform (in most cases) for the entirety of the day and as follows:**

### **GIRLS**

#### **SKIRTS/PANTS**

- 1) **(K to Grade 4)** Plaid School Jumper (sweater is not required)
- 2) **(Grades 5 to 8)** Plaid School Skirt
- 3) Navy Polyester 4 Kick Pleat School Skirt
- 4) Khaki School Pants

#### **SHIRTS (Polo shirts are NOT to be worn)**

- 1) **(K to Grade 4)** Long or short-sleeved Peter Pan Collared Shirt
- 2) **(Grades 5 to 8)** Long or Short-Sleeve WHITE button-down Oxford shirt  
ONLY

### **BOYS**

**PANTS** - Khaki School pants (All grades)

**BELTS** - **(Grades 4 to 8)** solid Navy Blue, Brown or Black

#### **TIES**

- 1) **(Kindergarten to Grade 6)** - School tie
- 2) **(Grades 7 and 8)** - appropriate tie of choice

### **ALL STUDENTS**

#### **SWEATERS**

- 1) Navy school vest
- 2) Navy V-neck School Sweater
- 3) Navy blazer

## **GYM UNIFORM** - All Grades

**SPRING/ SUMMER**                   - Green T-Shirt or Wicking T-shirt  
  - Green Gym Shorts

**FALL/WINTER**                   - Green Sweatshirt  
  - Green Sweatpants

White or Black Crew Socks - (may ONLY have a small brand logo - NO DESIGNS)  
Sneakers - Inappropriate designs, platforms, light-ups and wheelies are NOT permitted.  
Undergarments should not be visible under uniforms, especially gym shorts.

The Administration and Faculty are aware that any dress code cannot cover all situations. We reserve the right to decide, in all circumstances, if the student's dress is appropriate or unacceptable.

On occasion, including birthdays, students may be permitted an out-of-uniform day. We expect the attire to be appropriate, modest, well-fitting, and clean. No article of clothing should be excessively worn or soiled. Indecent, inappropriate, or objectionable writing/pictures that espouse beliefs contrary to the teachings of the Catholic Church on clothing is prohibited. Clothing must cover the body appropriately. For example, halter tops, transparent or mesh tops, bare midriff or shoulders, tank tops, shorts cut too short, etc. are not permitted. Undergarments may not be visible. Backless shoes, hats, bandanas, and caps in school are not permitted. Distracting headpieces are not permitted. The Administration reserves the right to make the final decision regarding the appropriateness of student dress.

### **After School Care Program Policy**

The After School Care Program consists of snack time, supervised homework/study time, and indoor and/or outdoor recreation.

Students who attend must be pre-registered. Parents/Guardians may request per-diem accommodations at an hourly rate.

The cost is invoiced and payable monthly on FACTS Tuition. Payment must be up-to-date to participate. After School Care ends promptly at 6:00 PM, and additional charges are incurred for students picked up after 6:00 PM.

### **Extra-curricular Activities**

St. Bartholomew School offers a range of after school activities for students of all grade levels. Students involved in extra-curricular activities are bound by the rules and procedures of this Handbook. Information regarding these activities is posted to the school website with information regarding the students that are able to participate during the registration period for each activity.

Sports programs at St. Bartholomew School are not directly coordinated by the school administration. Expectations for behavior and interaction among students and adults are expected to be in compliance with the school and parish mission.

Although the scouting programs may utilize school facilities, they are not sponsored by St.

Bartholomew School and are conducted independently of it. However, students who participate in these programs are permitted to wear their scout uniforms to school on the days that their meetings are scheduled.

Parents/guardians are expected to act in accordance with the expectations of St. Bartholomew School when participating in school activities including, but not limited to, sporting programs and Boy or Girl Scouts. Parents/guardians, coaches, and leaders of groups are role models for students and are expected to act accordingly. All adults participating in any of the aforementioned activities must be Virtus-certified and have a background check. Please contact the School Office with questions.

## **Photos**

Photos may be taken on school grounds by authorized people only. Students are not permitted to photograph or videotape. Students must have parent/guardian permission to be photographed for school media. Students who may not be photographed will be removed from photo opportunities.

## **Visitors**

To ensure a safe school environment, ALL visitors are required to report and enter the building at the main entrance (**Door #1**) on the Ryders Lane side of the building. Visitors should be prepared to show proper identification, sign in, and obtain a visitor's badge. Visitors must also sign out and return the visitor's badge when exiting.

Parents/guardians must also come to Door #1 for the following reasons:

- Late student drop-off (after 7:40 a.m.)
- Sign out a child from the Nurse's Office
- Forgotten items being dropped off (i.e., properly labeled lunches, instruments, etc.)
- Early pick up (before 1:15 p.m.)

## **Amendments to Handbook**

The Principal and Pastor are the final recourse and reserve the right to amend this handbook. Parents/guardians will be given prompt notice.

St. Bartholomew School  
**Parent/Guardian/Student Handbook Signature Form**  
**2024-2025**

*(One form for each family. Record each student's name and grade.  
Students in Grades 1-8 must also sign the form at the bottom.)*

Student 1: \_\_\_\_\_ Grade: \_\_\_\_ Student 2: \_\_\_\_\_ Grade: \_\_\_\_

Student 3: \_\_\_\_\_ Grade: \_\_\_\_ Student 4: \_\_\_\_\_ Grade: \_\_\_\_

- 1. I have reviewed the Parent/Guardian/Student Handbook** containing the policies, rules, and regulations for St. Bartholomew School. I have read the handbook and I understand that it is binding on the students and parents/guardians during the current academic year. I understand and agree that the administration of the school will have the authority set forth in the handbook. I understand that the policies, rules, and regulations in the handbook are established for the welfare and benefit of all students. I accept responsibility to support the school in policies it has established and to see that my child adheres to the rules and regulations set forth in the handbook. I acknowledge receipt of the handbook.
  
- 2. Acceptable Use of Technology Agreement:** We have reviewed, read, and understand and will abide by the Diocesan Ethical Use of Technology Policy outlined in St. Bartholomew School Parent/Guardian/Student Handbook. I further understand that any violation of the policy is unethical and may constitute criminal offense. Should I commit any violation, my privileges may be revoked, and behavior or legal action may ensue.
  
- 3. Google Classroom**  
I acknowledge that I have read the school policy on Google Classroom. I grant permission for my child to have a school email address to be used for Google Classroom and my child agrees to abide by the school guidelines.
  
- 4. Proof of Custody**  
If applicable, I have provided documentation for proof of custody from legal divorce, separation, single parent/guardianship to the Principal before the beginning of school.
  
- 5. Pictures**  
The school reserves the right to use student pictures in publications and on the school's website. If I have decided not to have my child(ren)'s picture(s) used, I have notified the Principal in writing.

**Parent/Guardian 1 Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parent/Guardian 2 Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Student 1 Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Student 2 Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

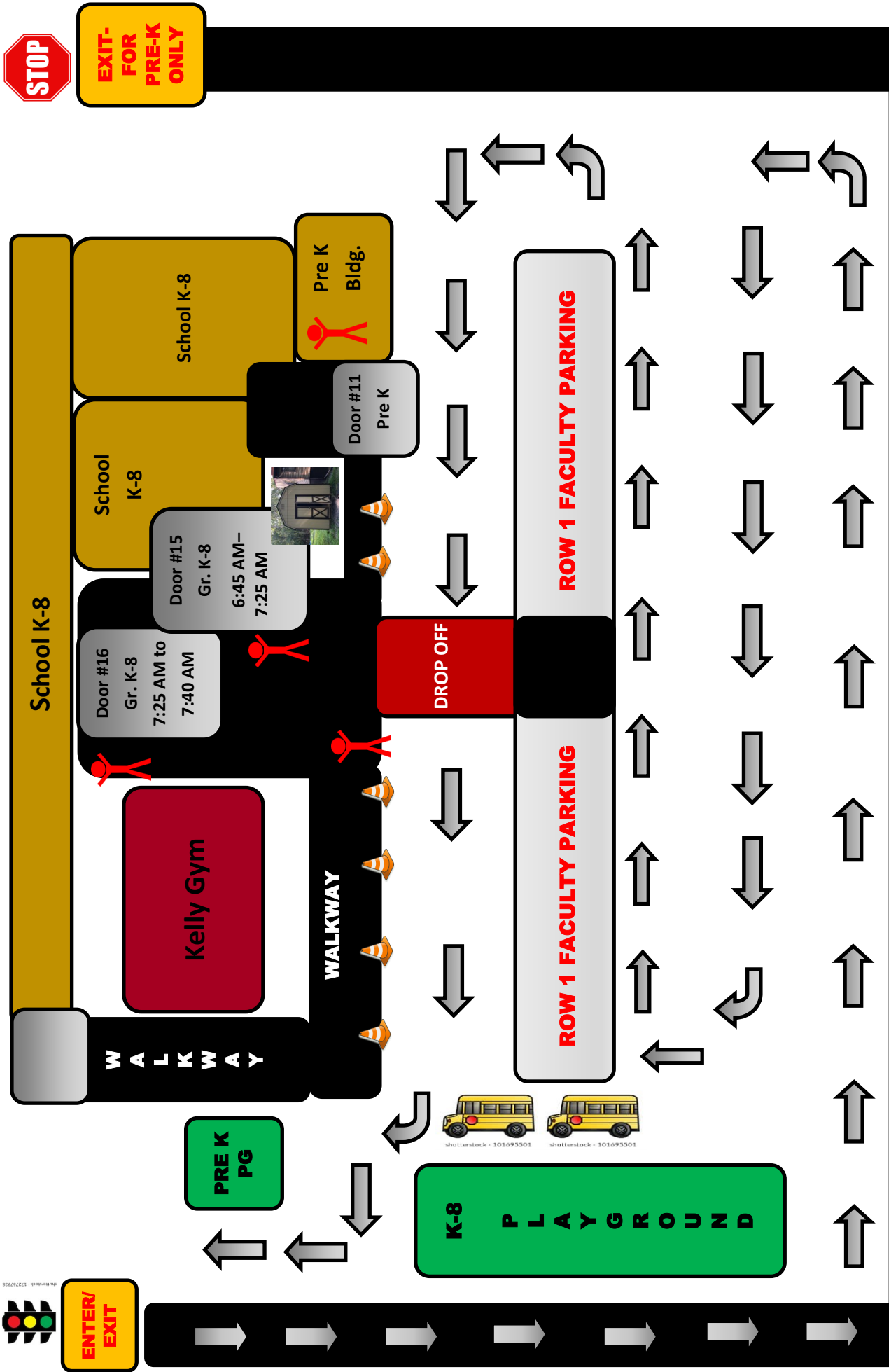
**Student 3 Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Student 4 Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



# Arrival Drop Off

Ryders Lane



= Teacher

# Dismissal Pick Up

Ryders Lane



**ENTER/EXIT**

School K-8

**W  
A  
L  
K  
W  
A  
Y**

**EXIT**



Kelly Gym

Door #16

School K-8

**PRE K  
PG**

Gr 8	Gr 7	Gr 6	Gr 5	Gr 4	Gr 3	Gr 2	Gr 1	Gr K
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Pre K Bldg.

Door #9  
Pre K

**PARENT/GUARDIAN WAITING AREA**



**ROW 1 FACULTY PARKING**

**ROW 1 FACULTY PARKING**

**PARENT/GUARDIAN WAITING AREA**



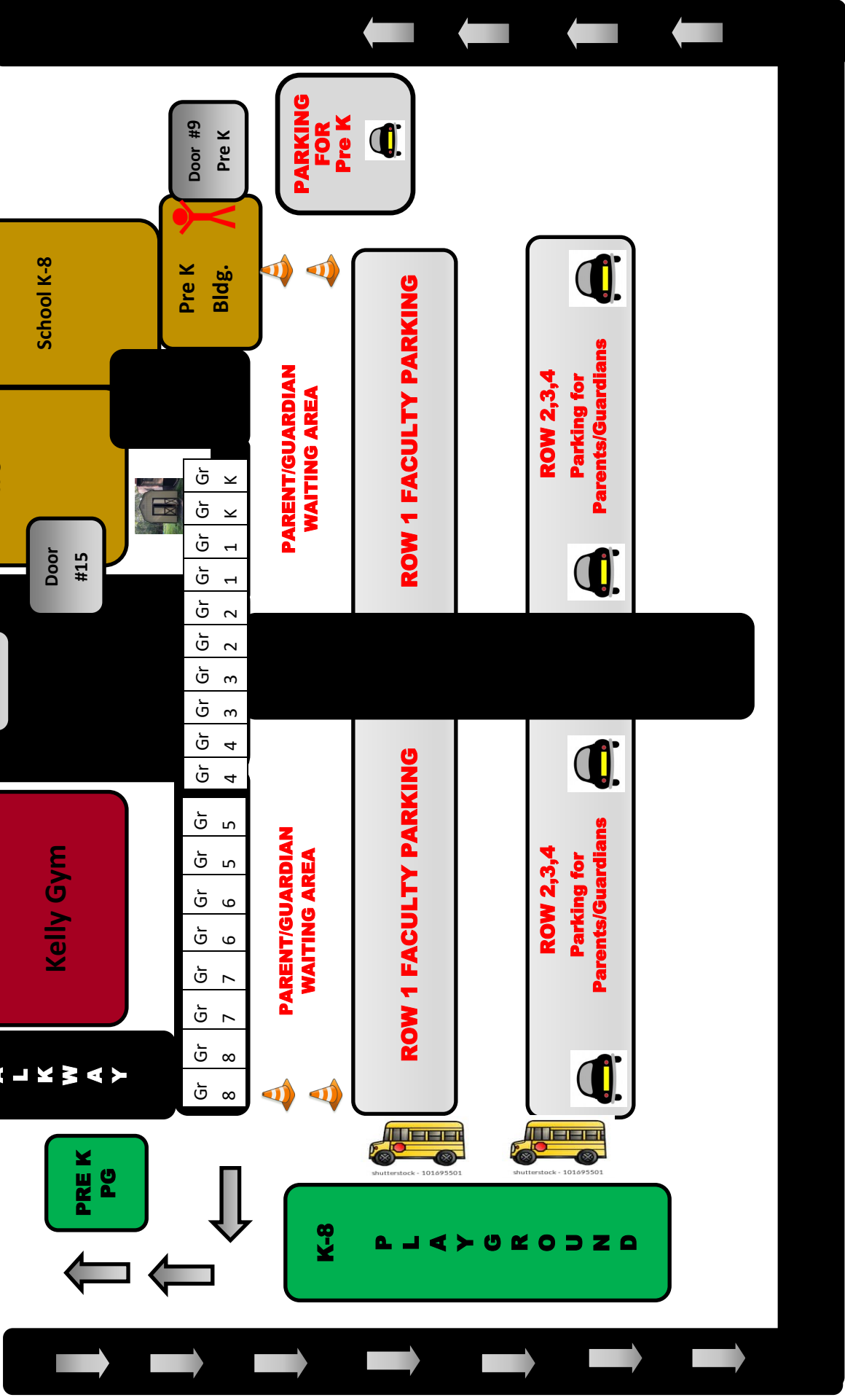
**PARKING FOR Pre K**

**K-8  
P L A Y G R O U N D**



**ROW 2,3,4  
Parking for  
Parents/Guardians**

**ROW 2,3,4  
Parking for  
Parents/Guardians**



= Teacher