

St. Bartholomew School Handbook

2019-2020

Table of Contents

| | |
|--|---------|
| <u>School Personnel</u> | Page 2 |
| <u>Calendar</u> | Page 3 |
| <u>Mission/Philosophy/Vision of the Graduate</u> | Page 4 |
| <u>All topics Alphabetically Beginning with Admissions</u> | Page 6 |
| <u>Athletics</u> | Page 9 |
| <u>Discipline</u> | Page 13 |
| <u>Dress Code</u> | Page 17 |
| <u>Extended Day Program EDP</u> | Page 21 |
| <u>Health Examination Code</u> | Page 24 |
| <u>Medication Procedures</u> | Page 25 |
| <u>Tuition</u> | Page 27 |
| <u>Kindergarten Readiness Program</u> | Page 30 |
| <u>Kindergarten Program</u> | Page 31 |
| <u>Grades 1-4</u> | Page 35 |
| <u>Grades 5-8</u> | Page 36 |
| <u>Addendum</u> | Page 37 |

St. Bartholomew School

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2019-2020 Calendar

Please note that the following calendar includes the beginning and ending days of the school year along with holidays, holy days, institute days, etc. Some days are not yet determined such as First Eucharist, Reconciliation, and Confirmation. Remember to check our website for calendar updates!

| | | |
|----------------|--|-------------------|
| August 8 | Packet Pick-Up - Krueger Hall | 4:00-7:00 PM |
| August 14 | New Teacher Orientation | 8:30 AM |
| August 15-17 | Faculty In-Service - Patterson Bldg | 8:30 AM |
| August 19 | First Day of School for K-8 | 7:50 AM-3:00 PM |
| August 19 | PK Parent Orientation | 6:30 PM |
| August 20-21 | Pre-School Half Day Classes | 8:30-10:30 AM |
| August 22 | First Full Day for PK | 7:50 AM-2:50 PM |
| September 2 | Labor Day - NO SCHOOL | |
| September 5 | Back to School/Curriculum Night | 6:30-8:00 PM |
| September 20 | Faculty In-Service - NO SCHOOL | |
| October 11 | Parent/Teacher Conferences (11:40 AM Dismissal) | 12:20-7:00 PM |
| October 14 | Columbus Day Holiday - NO SCHOOL | |
| November 1 | Faculty In-Service - NO SCHOOL | |
| November 27-29 | Thanksgiving Holiday - NO SCHOOL | |
| December 2 | School Resumes | |
| Dec 23-Jan 3 | Christmas Break - NO SCHOOL | |
| January 6 | School Resumes | |
| January 20 | Martin Luther King, Jr. Holiday - NO SCHOOL | |
| February 7 | Faculty In-Service - NO SCHOOL | |
| February 17 | Presidents' Day - NO SCHOOL | |
| March 6 | Parent/Teacher Conferences (11:40 AM Dismissal) | 12:20-7:00 PM |
| April 9-17 | Easter Break - NO SCHOOL | |
| April 20 | School Resumes | |
| May 25 | Memorial Day Holiday - NO SCHOOL | |
| May 29 8th | Grade Graduation - Church | |
| June 3 | Last Day of School PK-7 | 11:40AM Dismissal |

Mission

Saint Bartholomew School is a Catholic elementary school dedicated to the education and formation of students in grades prekindergarten to eighth. St. Bartholomew School is a valued ministry of St. Bartholomew Parish.

The school, in collaboration with parents as primary educators and the parish community as faith witnesses, endeavors to create an educational atmosphere which models the Christ-centered way of learning and living.

St. Bartholomew School strives to develop the unique potential of its students in a culturally diverse setting and to prepare its students with the knowledge, values, attitudes, and skills required for active participation in the contemporary world.

Philosophy of Education

It is the philosophy of St. Bartholomew School to provide an environment in which students, teachers, parents, and parish community work together to help our students reach their fullest potential by helping them become:

Spiritual Persons: who constantly seek to further a relationship with God.

Loving Persons: who willingly and creatively share their time and talents with others.

Responsible Persons: who continue to develop their academic potential by becoming a lifelong learner.

We believe that students and faculty are partners in learning. Through our educational programs, we...

- Foster parent awareness of student progress
- Strive to create/enhance in each individual positive self-concepts
- Incorporate aspects of value education
- Teach the basic skills
- Augment skills of critical thinking and self-direction necessary to function in future society as a contributing person.

The students of St. Bartholomew School are separate individuals who approach the world of learning with various levels of development, natural ability, and backgrounds. Hence, they learn in different ways. Every student is able to learn and pursue excellence to his/her greatest level of achievement.

We believe in the utilization by the teacher of a variety of learning methods to benefit the individual needs of the student-as-learner and teacher-as-learner; that discipline is based on self-respect, a concern for others, and a display of Christian living; and to prepare the students for further education thus enabling them to achieve personal goals. The students are expected to participate in the learning process appropriate to their developmental levels.

Philosophy

Parents are recognized as the primary educators of their children. Parents, faculty, administration, and staff work together in an atmosphere of trust and cooperation for the education of each student.



Vision of the Graduate

The graduate of St. Bartholomew School is a person who is nurtured by a loving family and a Catholic, elementary education; and continues to grow in knowledge, values, and Christian attitudes.

Knowledge

The St. Bartholomew School graduate possesses a desire to continue learning an age-appropriate body of knowledge, an elementary understanding of life, and early life-coping skills.

The successful graduate is able to apply the Catholic-Christian knowledge of basic skills to everyday life situations. Using the ability to think, reason, and comprehend, the graduate will continue to function in secondary education and in future endeavors.

Values

The Catholic-Christian graduate demonstrates a respect for self, others, and life; appreciates family, nature, and all God-given gifts; and values each individual's role as a positive force in the world. The value-centered graduate strives to think for himself/herself, to be the best person possible, and to focus on the positive aspects of life.

Attitudes

The graduate possesses an open mind and a positive attitude about self, respects others, and desires to continue learning and developing.

Education for the 21st Century



In the 21st century, there is broad-based agreement that the education we provide for our children will determine America's future role in the community of nations, the character of our society, and the quality of our individual lives. Thus, education has become the most important responsibility of our nation and our state, with an imperative for bold new directions and renewed commitments.

High-quality education develops in all students the knowledge, understanding, skills and attitudes that enable all to lead productive and fulfilling lives in a complex and changing society.

All students are provided appropriate and adequate opportunities to:

- Learn to communicate with words, numbers, visual images, symbols, and sounds
- Think analytically and creatively
- Solve problems to meet personal, social, and academic needs
- Develop physical/emotional well being
- Work independently/cooperatively in groups
- Understand and appreciate the diversity of our world and the interdependence of its peoples

Admission of Students

Archdiocesan schools admit students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students in these schools.

Archdiocesan schools do not discriminate based on gender, race, color, or national and ethnic origin in administration of educational policies, loan programs, athletic or other school-administered programs.

Schools may admit students who are not Catholic provided these students will not displace Catholic students and that both students and parents clearly understand that participation in Catholic religious instruction and school activities, related to the Catholic identity of the school, are required.

In the admission of students to elementary schools in the Archdiocese of Chicago, the order of priority shall be as follows:

Admission

1. Children of parishioners
 - a. children from families with children already enrolled
 - b. children now reaching school age
 - c. newly registered families in the parish
2. Transfer students from other Catholic schools, or
 - a. from schools that are merging, consolidating, or closing
 - b. from schools not offering full programs or parishes with no school
3. Children of non-parishioners
 - a. children of non-parishioners already enrolled
 - b. children from public schools where Catholic schools were not available
 - c. children now reaching school age
4. Transfer students from public schools

For admission to the prekindergarten and/or kindergarten program, St. Bartholomew School follows the State of Illinois guideline regarding age requirement for admissions.

It is expected that each family become actively involved in the school and Church in order to reinforce the values and attitudes for living a truly Christian life. For Catholic families, mass attendance is an expectation.

Registration

The registration process for the subsequent school year takes place from February through August and includes:

- Registration within the parish, if applicable
- Completion of the registration form
- Copy of the student's birth certificate
- Copy of the student's baptismal certificate (if applicable)
- Request for transfer of Permanent Education Records from previous school
- Compliance with Illinois School Code regarding medical, dental and/or vision forms on file prior to enrollment in Prekindergarten, Kindergarten, Grade 2, Grade 6, and for all new transfer students.
- A non-refundable registration fee of \$100 per family

Transfer

Parents must notify the school office at least one week in advance of their plan to transfer children from the school.

A Request of Transfer form must be completed before a transfer is issued.

All financial obligations must be met before the permanent education records are forwarded to the receiving school.

Keeping Children Safe on Campus

To protect the lives and to guarantee the health, safety, and well-being of all children, it is imperative



that parents/guardians drive cautiously through the alley during dismissal times and/or during recess times. It is the responsibility of parents to pass these safety reminders on to the individual responsible for picking up or dropping off your child. Children are walking in this area so drivers must drive slowly for the safety of all! The alley is used as a walkway for students traveling between the two school

buildings!

The school is not responsible for students arriving before the school day begins. Remember, EDP services begin at 6:30AM!

Students who regularly arrive early or remain late will be enrolled in the EDP program with appropriate charges.

Arrival & Dismissal Procedures



School Hours

7:50 AM – 3:00 PM Full Day
7:50 AM – 11:40 AM Half Day

EDP Hours

6:30 AM - 7:50 AM Mornings
3:00 PM - 6:30 PM Afternoons

Students are to line up in an orderly fashion upon arrival. Students enter the buildings quietly under the direction of the teachers and/or the Safety Patrol members. All students must be in the buildings when the tardy bell rings.

Drivers need to exercise caution when dropping off students in the Patterson building at arrival and dismissal time.

Typically, the school principal is in the area near the front of school during morning drop off. If you have business in the school office, pull up along the curb as far west as possible and walk back to the school office. Encourage your child to be ready to exit the car when you arrive. Remember that not every car going by on Patterson is dropping off a child for school. You must exercise caution when going through this area as a car door may open in front of you and a child may be stepping out!

Please have your child ready for drop off, give your parental hug and kiss as you leave for school, not in the drop off line!

Arrival Procedure

Preschool
Kindergarten- 8

Doors open at 7:50 AM

Enter Addison building upon arrival
Directly enter the school Patterson building upon arrival

Dismissal Procedure

| | |
|--------------------|--|
| Preschool | Dismissal from Addison building @ 2:55 PM |
| Kindergarten | Dismissal from East door of Patterson building @ 2:55 PM |
| Grades 1 through 8 | Dismissal from North doors of Patterson building @ 3:00 PM |

Asbestos

In 1986 Congress passed the Asbestos Hazard Emergency Response Act. That law requires all schools, kindergarten through twelfth grade, to be inspected to identify any asbestos-containing building materials. The law further requires the development of a Management Plan, based upon the findings of the inspection, which outlines our intent in controlling the potential for exposure to asbestos fibers in our school.

In the past, asbestos was used extensively in building materials because of its insulations and fire-retarding capabilities. Virtually any building built before the late 1970's contains at least some asbestos in pipe insulation and structural fireproofing. St. Bartholomew, too, has buildings that contain asbestos materials. The primary concern arises when these materials begin to deteriorate or become damaged.

This school has been inspected and some asbestos-containing materials were identified in the buildings. The materials are distributed in various locations and include floor tile, pipe insulations, and mechanical areas not readily accessible to building occupants or students. The Inspection Report and Management Plan outlines in detail the methods we use to maintain the materials in a safe manner. Maintenance personnel have been properly trained to recognize and contact trained professionals to resolve any asbestos issue.

Every three years, the asbestos in each school building is required to be re-inspected. The re-inspection report notes any changes in the condition of the asbestos since the previous report, which is the original management plan. A re-inspection was conducted at St. Bartholomew School in 1992, 1995, 1998, prior to the renovation project in 1999-2000, 2001, and prior to the air-conditioning project in 2003. Inspections were held in 2008 and again during the 2010-2011 school year.

A copy of the 3-year inspection report and the management plan is on file at the Administration Office, 155 East Superior Street, Chicago, Illinois and at St. Bartholomew School. The school participated in its most recent inspection during the spring of 2014.

For better long-term maintenance of the asbestos ceilings in the Patterson building, all of the ceilings were encapsulated in the summer of 1992. During the renovation project in 1999-2000, asbestos was removed from the boiler room in the Addison building, from the plumbing pipe insulation in the bathrooms of the Addison building, and from the gym ceiling in the Patterson building. During the 2003

air conditioning project in the chiller room of the Patterson building, asbestos was contained. Further details of these projects are located with the management plan.

As part of the State of Illinois and Federal Regulations, we inform you that the buildings have been inspected for asbestos and a management plan is in effect to deal with any asbestos that may be present.

Athletics



The role of athletics in the life of a student athlete is to provide a learning experience. Games, as well as practice fields, are actually classrooms. Practice is the means toward an improved performance during an athletic contest that measures performance. This is comparable to the academic classroom where a subject is studied; then, testing assesses the quality of the academic effort.

The significance of these processes is the fact that students and student athletes are being developed in a manner that offers the potential for success in daily life. Rightly or wrongly, and whether we are aware of it or not, our success in life is often measured by how we perform within the various systems of rules and regulations imposed by our work environment and by the layers of authority that affect our lives. While it is important to absorb and use information in schools, it is no less necessary that students and student athletes learn the importance of independent thinking and expression, while still conforming to rules and regulations that place limits on the individual for the benefit of all.

Student athletes are encouraged to strive to achieve their God-given potential, the true measure of success. Athletes must also understand that, not only are there rewards for success, but that the privilege of playing sports involves responsibilities requiring adherence to rules and regulations, just as in other aspects of life. **Participation in athletics is understood not as a right, but as a privilege with responsibilities attached.**

A medical examination is a prerequisite for participation in athletics. Prior to any athletic participation (including try-outs and preliminary practices) there must be on file

1. An annual doctor's approval
2. A yearly agreement to the terms of the rules and regulations for student athletes, and
3. A permission form from the parent/legal guardian for the specific sport

Without a parent's support, a student has a difficult time becoming an athlete. When students choose to become athletes, they are committing additional time, effort, and often, expense to the endeavor. Such a commitment requires the backing of supportive parents. Further, parents are required to sign a statement giving permission for their children to play each particular sport.

All students involved in the sports program represent the values of the school. Students are expected to act accordingly when dealing with classmates, teachers, and opposing teams.

Parents as well as family, and friends are expected to demonstrate good sportsmanship in all cases, win or lose.

Athletic Department

The St. Bartholomew Athletic Department offers a variety of programs. There is something for all grade levels. Sport programs are for children to enjoy and can build fun-filled memories of their grammar school days.

The athletic department is dedicated to teaching and developing the skills for a variety of sports, physical fitness, as well as many important personal qualities. These qualities include school spirit, sportsmanship, teamwork, commitment, dedication, responsibility, and respect...*respect for themselves, teammates, coaches, opponents, and game officials.*

All of our coaches are volunteers (either current/former parents of students or alumni/students themselves) who donate their time to teach and work with the students. Please remember these people do the best they can and deserve our appreciation for their effort. Their time, effort, and talents help make the sport programs at St. Bartholomew possible.

There are many programs where we need volunteers to help them run smoothly. For this reason, we are requiring 2 hours of volunteer time per family for each sport that your child joins.

Families can divide the time to fit their individual schedules. We need volunteers in areas such as the concession stand, door, mezzanine, and hallway monitors. Sometimes, we have fun socials that require volunteers too.

There is not a minimum grade point average for participating in the sport programs. The schools and team coaches do expect the players to keep up with their schoolwork, homework, and maintain their grades. It is very important for athletes to learn to organize their time to succeed in both school and sports.

It is the parent's responsibility to monitor the child's academic progress based on the child's capabilities.

If there is persistent academic problem with a student, the Principal may bring this to the Athletic Director's attention for intervention.

These organized activities are for the student's enjoyment as well as social and physical development. Parents should encourage children to participate in different activities.

Extracurricular Programs

A variety of programs are offered for the various grade levels. Parent/guardians will be notified of these programs throughout the year.

Attendance

It is important that students be punctual in school attendance. A student is considered tardy after 8:05AM, according to the school clock and bell system.

For your child's protection, please telephone the School Office at (773) 282-9373 before 8:00AM if your child will not be in school that day. You may also send an email to your child's homeroom teacher if your child will not be in school for the day.

A note of admission from a physician is required after absence due to a contagious disease. Whenever possible, please avoid doctor or dental appointments for your child during the school hours.

All students are expected to attend school according to the school calendar. Vacations taken at extraordinary times are discouraged.

If parents wish to take their children out of school for a holiday, they are advised to discuss their child's progress with the teacher(s) to determine what impact the absence will have on the child's academic work. The final decision is the responsibility of the parents.

If parents wish to have the child complete some assignments during the trip, teachers will need at least one-week advance notice to prepare the materials. Make-up work is the responsibility of the child and his/her parents.

Cellular Phones & Electronic Devices

St. Bartholomew's strongly discourages students from bringing cell phones, iPods, portable game consoles, and other electronic devices to school.



Middle School students – grades 5 -8 will be issued a school Chromebook to be used throughout the school day. All middle school students will need to have their parents sign a Chromebook contract and returned to their homeroom teacher.

St. Bartholomew is not responsible for these items that are readily lost, misplaced, misused, or stolen.

Cellular phones in the school must be in the off position and kept in a secure place provided by the classroom teacher. Teachers and staff will confiscate these items when they are used during the school day and returned to parents.

St. Bartholomew School takes these steps so that students are not distracted during the school day or use these devices inappropriately. When a child needs to contact a parent, they are allowed to use the school phone!

Child Abuse Neglect

By law, the State of Illinois requires school personnel to inform the Department of Children and Family Services (DCFS) of any allegation and/or suspicion of child abuse/neglect.

Child Custody

The school abides by the provisions of the *Family Educational Rights and Privacy Act* with regard to parents' rights of access to their child's school records. The school also abides by the provisions of the Illinois law regarding the right of access of non-custodial parent to his/her child's school records.

Release of copies of school records to the non-custodial parent is granted unless there is a court order to the contrary. It is the responsibility of the custodial parent to provide the Principal with an official copy of the court order.

Unless informed otherwise and in writing and with adequate evidence that a parent is not permitted to have unqualified access to the child, the school may release a child to a non-custodial parent after school hours or allow said parent to visit a child outside the school hours.

Conferences

It is vital to the learning process that regular evaluation periods take place to determine the standards and skills that have been mastered and to diagnose the new areas of concentration.

To this end, report cards are given three times a year to indicate student progress, potential, need, et cetera; progress reports are also sent home so that parents are informed of ongoing progress. Parent-teacher conferences are held in the fall and spring of the school year as a means of informing parents of student progress. In justice to the students and the teaching-learning process, no teacher should be contacted during the teaching hours of the school day for a phone conference.



Please refer to the school website for teacher emails should you request an appointment or conversation with your child's teacher.

Schools today are relying more and more on conferences to supplement report cards and other written forms of communication between parents and teachers. Teachers realize that they cannot do the best possible job of educating each child without the help of the child's parents. The parent can supply information about the child that could be very useful to the teacher; and the teacher can offer suggestions to parents on how they can help with the education process at home. The best way to discuss such matters is a face-to-face meeting. It gives both you and your child's teacher an opportunity for full exploration of progress, behavior, and the reasons for your child's successes and failures.

Special needs, whether academic, behavioral, or emotional may not always be met at St. Bartholomew School. Referrals to other agencies may be necessary. It is the responsibility of the parent to contact the agency for further evaluation. **Failure to cooperate with these school referrals may result in a child being asked to leave the school.**

Discipline

St. Bartholomew School is a community where parents, students, faculty, administration, and staff cooperate in the teaching-learning process and in the development of Catholic-Christian persons. This process includes a maturing in which each learner becomes progressively more responsible for his/her thinking and acting.

To accomplish this task of formation, cooperation is needed. The students must sense oneness between home and school in the expectations placed upon them to bear responsibility for themselves, for others, and for the property of others.

With regard for the rights of all, the following conflict-solving techniques are used when interpersonal differences arise:

1. Identify the problem
2. Focus on the problem
3. Attack the problem (not the person)
4. Listen with an open mind
5. Treat a person's feelings with respect
6. Take responsibility for your actions



An effective teaching environment is enhanced when order is maintained. All students are expected to demonstrate good behavior and comply with rules that have been designed for the well-being and safety of all members of our school community.

Bullying

Bullying is contrary to our gospel values and has no place in a Catholic school. Intimidation or disrespect of any person is unacceptable in the Catholic community. Bullying may be physical, verbal, emotional, or sexual. Bullying in any form, including the use of electronic communications devices is unacceptable. This includes distribution of email, texts, or postings on social network sites (on or off the school campus).

Bullying behaviors may vary widely according to grade levels. All bullying is unacceptable, and the school will work with parents and students to teach behavior and appropriate social skills.

Detention

Those activities, which are not permitted and render one subject to a detention include (but are not limited to):

- Disrespect
- Lying
- Cheating
- Continuous disruptive behavior in the classroom
- Fighting
- Obscene language, gestures and writings
- Forgery
- Throwing snowballs
- Not following lunchroom rules
- Not following recess rules
- Bullying

Expulsion

This measure is defined as the termination of a student's privilege to attend the school; it requires the transfer of a student to another school. Expulsion is a serious punishment; it is invoked when the well-being of the school is endangered.

Some possible reasons for suspension and/or expulsion include

- Display of serious disrespect to teachers, administrators, other adults serving in the school, or other students
- Vandalism
- Theft of school property or the property of others
- Possession, distribution, use of drugs or alcohol or tobacco products
- Being under the influence of alcohol and/or drugs on school grounds or in the school area
- Possession of matches, lighters, fireworks, weapons, or other objects able to cause bodily harm and injury

Sexual harassment or bullying in any form, including using electronic devices or social network sites, may result in expulsion.

General Principles

- I. All members of our school community should act in a manner that allows each individual to learn and does not interfere with the rights of others to learn.

- II. All members of our school community should make sure that our school environment is safe, comfortable, and orderly.
- III. All members of our school community should encourage proper behavior; appropriate consequences will be applied on a consistent basis to discourage improper behavior.

Probation

This measure is defined as the supervision and evaluation of a student's conduct for a specified period of time; at the end of which, a determination is made as to whether the student has overcome his/her problem or is in need of further discipline. Ordinarily, it is imposed in conjunction with counseling.

Respect for Self, Others, and Property

Students are expected to...

- Be respectful and courteous to others
- Participate in class
- Avoid disrupting the teaching-learning process
- Complete homework
- Respect public and private property
- Make restitution for destroyed property

Students are expected to refrain from...

- Fighting
- Use of harassment and/or intimidation
- Aggressive behavior
- Use of profane, vulgar, abusive, disrespectful, inappropriate language
- Cheating
- Conduct unbecoming a Catholic student
- Other inappropriate conduct as deemed by faculty and staff

Safety

Students are expected to...

- Be in homerooms at or before the bell @ 8:05AM
- Be on time for all classes
- Move about the school buildings in an orderly, safe manner
- Follow all school rules
- Accept consequences given by the school for failure to meet expectations

Students are to refrain from...

- Truancy
- Leaving the buildings and/or grounds
- Misbehavior during fire and/or tornado drills

- Throwing food, throwing other items, or throwing snowballs
- Possession of dangerous items
- Possession and/or use of alcohol, drugs, et al

In most cases, the individual teacher acts upon disciplinary matters when and where the problem occurs. Conferences are held in response to serious or repeated misbehavior that disrupts, inconveniences, and affects the safety and well-being of the class as a whole. According to policy, the problem is discussed with the teacher first. If a satisfactory solution cannot be reached, parents and teacher may consult with the principal.

Search and Seizure

School personnel are charged with protecting the health and safety of all students. Fulfillment of these duties may conflict with a student's right to and need for privacy. The interest of individual students in securing personal privacy must be balanced against the interest of society in protecting students against disruptive behavior.

While lockers, desks, and other storage areas are provided to students by the school, the school retains control and access to all lockers, desks, and other storage areas. These areas are assigned to students for their use on the condition that they will be used in a manner consistent with the law and school rules. School personnel may conduct inspections of these areas at any time, with or without the student present, in order to fulfill their responsibility of maintaining proper safety, control, and management of the school.

All property of the school, including students' desks and lockers, as well as their contents, may be searched or inspected at any time without notice. Authorized school personnel have an unrestricted right to search these structures as well as any containers, book bags, purses, or articles of clothing that are left unattended on school property.

The search of a student's person or personal property currently being carried is permissible when there is any suspicion that the student may be carrying contraband: any weapon, illegal drug paraphernalia, or other item, the possession of which is prohibited by law or by school policy.

School authorities are allowed to inspect and search places such as lockers, desks, parking lots, and other school property, as well as personal effects left in those areas by students without notice to or consent of students and without search warrants.

Students shall not carry, possess, or use weapons in school or on school premises. The definition of weapons for which students can be expelled includes knives, shotguns, brass knuckles, clubs of any kind, look-a-likes, or any other item used to cause bodily harm. Depending on violation circumstances, students are counseled, suspended, or expelled.

Suspension

This measure is defined as the isolation of a student from some or all school activities. The student may be required to report to school during normal school hours but be separated from his/her ordinary classes and be expected to continue schoolwork on an independent/private basis. In some instances, the student may be barred from school entirely. Conferences will be held before suspension is invoked.

Dress Code

In keeping with the concept of Christian dignity and personal esteem, parents and students are required to cooperate fully with regard to the wearing of the St. Bartholomew School (SBS) uniform. Students are expected to report fully with regard to the wearing of the SBS uniform. Students are expected to report to school and leave school in complete uniform each school day.



On those days when parents know that a student will be out of uniform for any reason, please submit a note to the teacher excusing the uniform violation.

- Gym shoes are permitted in grades Pre-k and Kindergarten on typical school days. Students in grades 1-8 are not allowed to wear gym shoes as their normal day to day footwear. Please avoid flashing lights wheels, and items that will distract children in the room in gym shoe selections!
- All students K- 8 are asked to wear their gym uniform with gym shoes on assigned gym days.
- Haircuts with lines and/or carvings are not allowed, nor are Mohawk haircuts or other extremes.

Boys Uniform (K-8)

- Navy blue twill trousers and/or navy-blue corduroy trousers
- Plain white knit shirt or plain white dress shirt (long/short sleeves); if t-shirt is worn under uniform, white
- Solid white or solid navy-blue socks that go to the ankle
- Neutral color shoes; no gym shoes

Optional Items

- Crew-neck sweatshirt (available through Athletic Department)
- Red, V-neck cardigan sweater, or sleeveless, V-neck pullover vest
- Navy walking shorts

Girls (K-4)

- Red plaid jumper (minimum length: at knee)
- Plain white knit blouse or dress blouse with round collar or pointed collar (long/short sleeves)
- Solid white or navy-blue knee hi, crew socks, or tights

Optional Items

- Navy blue twill slack or navy-blue corduroy slack
- Navy/red/black sweats (available through Athletic Department)
- Crew-neck sweatshirt (available through Athletic Department)
- Red, V-neck cardigan sweater, or sleeveless, V-neck pullover vest
- Navy twill walking shorts

Girls (Grades 5-8)

- Red plaid skirt (minimum length: at knee; unrolled waistband)
- Plain white knit blouse or dress blouse with pointed collar (long/short sleeves)
- Solid white or navy-blue knee hi, crew socks, or tights
- Neutral color shoes; no gym shoes

Optional Items

- Navy blue twill slack or navy-blue corduroy slack
- Navy/red/black sweats (available through Athletic Department)
- Crew-neck sweatshirt (available through Athletic Department)
- Red, V-neck cardigan sweater, or sleeveless, V-neck pullover vest
- Navy twill walking shorts

Proper grooming is required:

- Neat, clean uniform
- Trimmed, well-groomed hair with traditional hairstyles
- No fad colors; no fad cuts (carvings, lines, Mohawks)
- No tattoos
- **No multiple piercings**
- **Limited, appropriate jewelry avoiding trendy bracelets, rubber bands etc.**
- **Boys may not wear earrings in school or at school events**
- No make-up, nail polish, et al
- For boys, hair length should not touch the back of the shirt collar or the eyebrows or cover the ears!



Sandals, flip-flops, are never allowed as footwear for our students since they offer no support and can be dangerous on the stairs. This includes “out of uniform” days as well as regular school days. This

fashion is particularly popular with older students and we ask parents to help prevent injuries on the staircase.

Boys/Girls Gym Uniform (Grades K-8)

- Red shorts or red or gray sweat pants
- White t-shirt with school monogram
- Plain white socks
- Laced gym shoes

Gym uniforms are available for purchase through the school. The uniform consists of red shorts and white t-shirts, both printed with the *Crusader* logo.

Students in Preschool need only a pair of gym shoes.

Questions regarding gym uniform should be directed to the main office. Dennis Uniform provides all our uniform needs for grades K-8.

Dennis Uniform (Main Office)
1400 E Business Center Drive
Mount Prospect IL 60056
ph. 847.299.1442, fax 847.299.1774
www.dennisuniform.com

Dennis Uniform (Store)
7055 W. Higgins Ave.
Chicago, IL 60656
ph. 708.669.7944, fax 708.320.2252

Drug Free Schools and Community Acts

The Act requires schools to prevent anyone from bringing in, making, using, handing out, selling, or having with them illegal drugs and alcohol. The policy is simple: drug/alcohol possession or use is not permitted at school or events.

All students have the right to attend school in an environment conducive to learning. Since alcohol/other drug use is illegal, contagious, and interferes with both effective learning and the healthy development of children and adolescents, St. Bartholomew School has a fundamental legal and ethical obligation to maintain a drug-free educational environment. St. Bartholomew School promotes and supports a no-use philosophy in all policies, curricula, and activities.

The policy of St. Bartholomew School states that the possession, distribution, and/or use of illegal substances including alcohol or other intoxicants are strictly prohibited. Violation of this policy will result in immediate suspension and possible expulsion.

The Archdiocesan Schools recognize that alcohol and/or drug dependency is an illness requiring appropriate intervention and treatment. Ordinarily, a pastoral approach involving counseling and treatment shall have priority consistent with the needs of the school.

A pastoral approach involving counseling and treatment shall have priority over, but not necessarily exclude punitive measure. Procedures include suspension pending school investigation, conference with principal, parents, child, pastor, and other appropriate persons.

If founded, professional evaluation and treatment, or police notification will take place at the appropriate time. If pastoral/rehabilitative measures are unsuccessful, continued suspension and/or expulsion might be chosen.

Help available for dealing with drug/alcohol problems includes:

Individual or group counseling

Attendance at a drug or alcohol abuse treatment/rehabilitation program

Emergency Forms

A family emergency form must be completed, signed by a parent, and returned to the homeroom teacher or school office on or before the Opening Day of School.

Parents are requested to list the names of responsible, available persons who can be contacted by the school office in the event that parents cannot be reached in an emergency.

Emergency Closing

If it becomes necessary to close school due to severe weather or other unforeseen circumstances, the following radio/television stations will be notified to make the announcement:

SBS Check our website link <http://www.stbartsschool.net>

St. Bartholomew FACEBOOK page

Email If parents provide an email address at registration, you receive notice of closing

WEB <http://www.emergencyclosingcenter.com>



Equal Employment Opportunity

The Archdiocese of Chicago shall assure equal employment opportunity in all its employment policies and practices. These policies and practices shall be administered without regard to race, color, national origin, age, gender, marital status, political affiliation, veteran status, or mental/physical disabilities not affecting one's ability to perform the essential functions of one's job.

Extended Day Program (EDP)

4910 W. Addison Street
Chicago, IL 60641
(773) 685-6264

As an option and a service for the parent working outside the home, the St. Bartholomew Extended Day (Before/After School) Program is available as a daily option from 6:30 AM-7:50 AM and from 3:00 PM-6:30 PM on full days of school. Services are also typically available on half days of school.

Participation in the program is restricted to students attending St. Bartholomew School. EDP provides a variety of after-school activities including recreation, snacks, arts/crafts projects, board games, computer programs, homework time, and rest.

Before accepting a child in the program, the administration of the EDP requires parents agree to comply with the following regulations:

Attendance

If the child is present during the school day, he/she is expected to be present for EDP unless the parent has sent a written excuse to the school.

Children are to be picked-up promptly at or **before** 6:30PM. If a parent is not able to pick-up the child personally, the parent must send in writing the name of the person who is responsible for picking up the child.

Eligibility Criteria

The school reserves the right to dismiss a child from the program if a parent fails to meet the financial obligations of the program or if a child is consistently a behavioral problem.

If financial accounts are not kept current, a child cannot return to the EDP until the balance due is paid. All unpaid balances will be added to the financial statement maintained by the school office.

Fees

| | |
|------------------|--|
| Registration Fee | \$25 per family |
| 6:30 AM-7:50 AM | \$5 per day for 1 child / \$7 per day for 2 or more siblings |
| 3:00 PM-6:30 PM | \$10 per day for 1 child / \$16 per day for 2 or more siblings |

Payment is made during the week or on the last day of the week in which services are provided.

Field Trips

Field trips are extensions of learning that cannot take place within the school building. The Chicago area offers many, diverse opportunities for field trips.



The goal of the field trip is to have it correlate or enrich the academic learning in the classroom.

Field trips are planned by faculty and supervised by faculty, staff, and/or designated chaperones. A minimum of one chaperone for every eight students in Kindergarten through Grade 3 is recommended. A minimum of one chaperone for every ten students in Grades 4 through 8 is the recommended guideline.

The school obtains written consent from parents/guardians before taking students on a field trip. No student may go on a field trip without the necessary permission form. Students who fail to submit a proper form will not be allowed to participate in the field trip.

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

All chaperones must have completed the Archdiocesan Virtus Training Program *Protecting God's Children*.

Finances

The cost to educate each child at SBS is funded by:

1. Tuition
2. Fundraising activities
3. An evolving development funds
4. Archdiocese of Chicago subsidy
5. SGO scholarships



A review is made of each school family's tuition/fee status to determine continuing eligibility for enrollment. All payments must be made in a timely manner; all finances must be paid in full by May 15th of each academic year.

The school makes every effort to communicate your family financial accounts. If a family is more than two payments delinquent, they will be asked to keep their child out of school until there is a conference with the Principal to determine when payments will be made.

Gang Activities

Gang-related activities have no place in Catholic schools which foster a Gospel-based spirit. The following activities and/or behaviors shall be constituted as violations and are subject to disciplinary action:

- Any conduct on or off school premises that may be gang related.
- Any conduct that may be gang-related during school sponsored events or activities.
- Students wearing clothing/symbols that may be, in the manner displayed, gang-related. This includes, but is not limited to jewelry, jackets, sweatshirts, caps, or other forms of clothing.
- The display of signs/symbols on paper, notebooks, textbooks, or other possessions that may be gang-related.
- The use, possession, and/or concealing of a weapon.

Such violations may result in probation, suspension, and/or expulsion.

Grading System

The grading system for students at SBS is specified in this manner:

| | | | |
|------|---------|----|-----------|
| ✓ A | 95-100% | C | 79-81% |
| ✓ A- | 93-94% | C- | 77-78% |
| ✓ B+ | 90-92% | D+ | 74-76% |
| ✓ B | 87-89% | D | 72-73% |
| ✓ B- | 85-86% | D- | 70-71% |
| ✓ C+ | 82-84% | U | below 70% |



Report cards are issued three times per year.

Health Examination Code

The Illinois School Code and the Department of Public Health require physical examinations of all students entering school for the first time (Pre-Kindergarten, Kindergarten), those Grade 6, and any student transferring into the school without a current physical examination.

This examination shall include evidence of immunity to those diseases specified in the recommendations of the Illinois Department of Health: measles, smallpox, tetanus, diphtheria, poliomyelitis, pertussis, and mumps. Additional health examinations of students may be required when deemed necessary by school authorities.

Also, note that the State of Illinois requires a dental examination for students in Kindergarten, Grade 2, and Grade 6.

All Illinois children in Kindergarten or upon first entry into an Illinois school beyond Kindergarten (i.e. grades 1 through 8) are required to have an eye examination.

Specific questions should be directed to the school office or your medical provider. Rules and regulations for medications are explained in the addendum to this document.

Homework

Homework is assigned as a means of helping students review, comprehend, and enrich material presented in class. It includes the practice of some skill that has already been taught.



Studying, reading, and the completion of short-term and long-term projects are just a few examples of homework your child will be assigned.

The amount of time to be spent on homework varies depending on the age and the attitude of the learner, the atmosphere in which the learner studies, the degree to which study skills are applied, et cetera.

Homework is an important part of the learning process and is typically an important element of grading.

Lunch & Recess Program

Students remain at school for lunch. They bring their own lunch from home or participate in the National School Lunch Program. The lunchroom is located in the Arthur F. Krueger Hall (lower level of the Addison Building, 4910 W. Addison). Students coming from the Patterson building walk in an orderly manner to and from the lunchroom.

Weather permitting; students in all grades have outdoor recess for the last half of their scheduled lunch period.

Lunchroom Guidelines



- Remain in assigned section of the luncheon
- Remain seated in your area
- Use your “inside” voice at all times
- Clean up your area
- Observe appropriate table manners

Parents and teachers provide lunchroom supervision. The aim of lunchroom is to create a safe, fun environment for all. Parent volunteers are always welcome! Contact Ms. Kathy Ott for more information.

Playground Guidelines

- Respect all supervisors
- Respect all classmates, no fighting, pushing, or rough play
- Play in your designated area
- Do not abuse the playground equipment



Medication Procedures

Administration. No school personnel shall administer any prescription or non-prescription medicine unless the School has the student’s current and complete Medication Authorization Form approved and signed by the student’s doctor. Medication Authorization Forms are available in the school office.

The School retains the right to deny requests to administer medication to the students provided that such denial is indicated on the Medication Administration Form. If the School denies a request and authorization for the administration of medication, parents/guardians must make other arrangements for the administration of medication to students, such as arranging for medication to be administered before or after school or having the parent/guardian or designee administer the medication in school.

Self-Administration. A student may self-administer medication at school if so, ordered by his or her licensed prescriber per the student’s current and completed Medication Authorization Form. Students who suffer from asthma, allergies, or other conditions that require the immediate use of medication shall be permitted to carry such medication and to self-administer such medication without supervision by school personnel only if the School has on file for the student a current and completed Medication Authorization Form. Otherwise, such medication must be stored in under the control of the School and the self-administration of medication shall be under the supervision of the School.

Appropriate Containers. It is the responsibility of the parent/guardian to provide the School with all medication in appropriate containers that are: Prescription-labeled by a pharmacy or licensed prescriber or Manufacturer-labeled for non-prescription over-the-counter medication.

Storage of Medication. Medication received by the School in accordance with a completed Medication Authorization Form and in an appropriate container shall be stored in a locked cabinet. Access to the locked cabinet shall be limited to the School Principal, his/her designees, and the school nurse (if applicable). Medication requiring refrigeration shall be stored in a refrigerator that cannot be accessed by students and shall be kept separate from food items.

At the end of the school year, or the end of the treatment regime, the student's parent/guardian will be responsible for removing any unused medication from the school if the parent/guardian does not pick up the medication by the end of the school year, the School will appropriately dispose of the medications.

Parent Club

Parent Club is a not-for-profit organization dedicated to sponsoring family-oriented school events aimed at creating a sense of community and enhancing each student's overall St. Bartholomew experience.

Throughout the year, Parent Club sponsors fun-filled events at minimal cost to parents. They also sponsor special lunch days such as Hot Dog, Pizza, and McDonald's® Hamburger Day to help raise funds to provide funding that assists school improvement projects.

Parent Club Activities *typically* include:

- Opening Day Coffee
- Uniform Exchange
- Reconciliation/Confirmation Hospitality
- Family Night Events
- Halloween Party
- Breakfast with Santa

More information with specific dates and times will be sent home.

Referral Fee

We encourage our school families to invite friends/family to enroll in our school. As an incentive to promote our school, school families will receive a \$250 referral fee - credited to their final tuition payment. **The new family must remain enrolled in the school year for at least 6 months and be in good “financial” standing. The existing (referral) family should also be in good “financial” standing in order to receive credit for the referral.**

School Board

The St. Bartholomew School Board is composed of school and parish members, the pastor, and the principal. The purpose of the School Board is threefold:

1. To advise on, and review policies which govern the operation of the school
2. To promote the implementation of the policies
3. To provide counsel and advice in financial matters and other matters concerning the operation of the school

The School Board meets on the 2nd Tuesday of each month (except July) at 7:00 PM. The meetings are open to the general public. The authority of the School Board is subject to that of the Archdiocese of Chicago’s Office of Catholic Schools.

Sexual Harassment

Sexual harassment by one employee of another, by an employee of a student, by a student of an employee, or by one student of another is unacceptable conduct. Employees or students who engage in any type of sexual harassment will be subject to appropriate discipline, including suspension, termination, or expulsion.

Tuition and Fees

Ten (10) equal tuition payments are made on the 10th of each month from August to April with the first payment made in May of the previous school year.

There is a \$75 late charge if the May payment is not made by the 30th of June.

The 10-month payment schedule is designed to enable parents to budget more easily. Failure to meet any/all financial obligations can result in the retaining of academic documents (report cards, awards, transfers, diplomas, et al). **The school reserves the right to exclude a child from school if a parent refuses to communicate with us in regard to balances due.**

Typically, all tuition and related expenses are paid through your FACTS account. Updated tuition rates and fees are listed on the school website, you can also ask for a printed copy in the school office.

FACTS Program: Payments are electronically made by enrolling with FACTS (link at stbartsschool.net) via a checking account or credit card. There is a 10-month or 11-month payment option. The annual enrollment fee of \$40 will be automatically processed within 14 days of the agreement being posted. Any and all changes to payment dates must be submitted in writing via e-mail at gybarra@stbartholomew.net **at least 2 business days prior to the scheduled payment date.**

A \$75 late fee will be applied for late enrollment.

***Fundraising Requirement**

Parents take an active role in promoting programs which contribute to the financial operation of the school. The family fundraising requirement is \$400. As an incentive for families to raise funds beyond their requirement, the School Board introduced a tuition-reduction incentive plan. Once a family exceeds \$400 in fundraising credit, the family will receive 50% of any credit over \$400 (to the nearest dollar) off the 10th (final) tuition payment. Families have from March 1, 2016 until February 28, 2017 to earn fundraising credit. Fundraising programs include:

Script Certificate Program, Jog-a-thon and Chocolate Sale... Additional fundraising programs as approved by the School Board.

Financial Aid: Families wishing to apply for financial aid **MUST** enroll in FACTS and complete the required FACTS Grant & Aid Application in order to qualify. The application process will begin in the spring.

Confirmation Fee

The sacrament of Confirmation marks the fullness of initiation into Catholic Christianity for the eighth-grade candidate. The year of study, prayer, service, and preparation culminates in the conferral of the sacrament by the Bishop.

A fee is due to help defray the various expenses. In recent years, Confirmation has been held in the spring.

The Religious Education Office provides letters of detailed information for parent/sponsor meetings.

Graduation Fee

Each commencement marks the beginning of a new and important stage of development in the life of the graduate. Graduation from St. Bartholomew School is a time for remembering the joys of childhood and for planning the visions of the future. It is a poignant time for the eighth-grade graduates and their families.

A fee is due to cover the cost of the following items:

- Cap/gown rental
- Diploma cover
- Ribbons
- Autograph book
- Mass booklet
- Composite class picture



Visitors

For the safety and protection of all children enrolled in all school programs, visitors are asked to report to the school office at 4941 W. Patterson to sign in upon their arrival and to notify the school office when they depart.

Volunteers

To promote community and family involvement we have a volunteer obligation of 10 hours per family. Volunteers must be VIRTUS trained in order to volunteer when children are present (school events, field trips, etc.) If volunteer hours are not fulfilled the family will be charged an additional \$50 to their fundraising requirement.

Compliance Requirements for Employees and Volunteers

In order to volunteer at St. Bartholomew School all volunteers must be in compliance with the safe environment policies of the Archdiocese of Chicago. This includes chaperones on field trips, coaches, art volunteers, and lunch monitors. The following procedures/ forms must be appropriately submitted to the school office in order to be a volunteer at St. Bart's.

Required forms/procedures

eAppsDB – online application – employees and volunteers regardless of year of hire or service

689 CANTS for (Child Abuse and Neglect Tracking System) – employees and volunteers

Code of Conduct – employees and volunteers

Safe Environment Training: Virtus/ Protecting God's Children and Youth

Criminal Background Check – digital fingerprinting – for all school employees hired after July 1, 2007 (employees only)

DCFS Mandated reporter training mandated for employees/ encouraged for volunteers

Kindergarten Readiness Program

We have been selected by the Archdiocese to pilot a new program called Big Day for preschool. Big Day is a modern research-based curriculum enabling us to provide your child with everything needed for kindergarten readiness. St. Bart's uses the finest principles of teaching, including the Montessori method, to guide the children through this multidimensional program. Much like Montessori Big Day is designed in modules to address the readiness of each age group. Big Day has clearly stated goals and achievements in each module for early childhood development - cognitive, emotional, language, physical, and social skills, and is aligned with the Illinois Early Learning and Development Standards. Big Day includes assessment tools to ensure those goals are reached for both 3-year-old and 4-year-old pre-school students.

The developmentally appropriate experiences of Montessori method are part of the foundation of any good preschool program. Keeping that in mind we embraced the Big Day program for the age appropriate benchmarks that keep students intellectually engaged and challenged. Students must be involved in learning aspects of their own environment worthy of their interest, knowledge, and understanding. Using a program in line with the established early childhood standards we give teachers a solid tool to assess the child's level of readiness in order to provide and sustain developmentally appropriate experiences. By working at the child's level, you create confidence in their own intellectual power and security within their peer group.

EARLY LEARNING AND DEVELOPMENT ARE MULTIDIMENSIONAL

Early learning developmental domains are highly interrelated. Our program ensures a dynamic interaction of all areas of development.

YOUNG CHILDREN ARE CAPABLE & COMPETENT

Our program is intentional in matching goals and experiences to children's learning and development. There should be high expectations for all young children so that teachers help them to reach their fullest potential.

WE ARE ALL INDIVIDUALS!

Each child is unique. Having a research-based curriculum in line with the Illinois Early Learning and Development Standards allows teachers to set individual goals for students. This helps teachers to better support individual students as they work toward the benchmarks set forth by IELD Standards.

RANGES OF SKILLS AND COMPETENCIES

Teachers recognize each child's individuality and plan classroom strategies that support the child as a learner by building on their strengths and implementing tools of support in more challenging areas.

CHILDREN LEARN THROUGH EXPLORATION & PLAY

The IELD Standard give teachers a guideline of what they can expect preschool children to know in line with the child's growth and development. This information empowers teachers to make sound instructional decisions and provide developmentally appropriate experiences.

FAMILIES ARE THE FIRST EDUCATORS OF YOUNG CHILDREN

Our teachers continually communicate in a variety of ongoing ways with families to share the educational goals and expectations of the child. Teachers and families work collaboratively to ensure that children are provided stimulating learning experiences.

Kindergarten Program

The Kindergarten program re-opened at St. Bartholomew School in September 1977 for children five years of age or older on/before September 1st according to state guidelines. The faculty is a professional staff of degreed/certified teachers valued for uniqueness in working style and teaching methodology; yet, noted for their ability to form a cohesive unit in which the spiritual, educational, physical, cultural needs of the young learners are met.

Adjustment to Kindergarten

For your child to get along well in kindergarten, he/she must be able to get along well with others. Development of social skills is an integral part of today's kindergarten program. One of the biggest changes is meeting/trying to make friends with new classmates. While your child may not bring home a different friend every week, it is important that he/she be willing and able to make new friends.

Your child may be leaving old friends behind when starting school. While you can make an attempt to keep in contact with younger friends (from the neighborhood or day care or play groups), often lack of time and conflicting schedules can make this next to impossible. Just as you move on to new phases in your life, so does your child. This is not a necessarily good or bad thing; it is simply a fact of life.

Losing touch with former friends can make your child feel lonely and isolated. Talking honestly with your child about these feelings can work wonders. Encourage your child to openly share feelings and anxieties with you. Don't belittle fears by just saying, "Don't worry about it," or "It's no big deal." If it is important to your child, it should be important to you. Reassure your child that feelings like these are normal reactions and happen to everyone.

Encourage your child to make efforts to find new playmates at school. You may want to share these few tips with your youngster on how to be a good friend:

- Smile
- Offer to share playthings
- Look people in the eye when they are talking
- Don't interrupt

A Day in Kindergarten

While the particulars of each classroom vary, most strive to cover the same basic concepts:

Structured Work Periods

These can take such forms as active writing, counting, memory activities, arts and crafts, dramatic play, science-related projects, listening to stories, designing booklets, and more. These activities develop speaking, listening, pre-reading skills, number concepts, motor control, coordination, and the ability to concentrate.

Free Play Period

This time allows youngsters to play with their peers using building blocks, puzzles, paints, construction toys, and games. The purpose is to provide an opportunity to translate knowledge and feelings into actions and exercise skills in problem solving.

Music and Movement Period

Specialists in music education and physical education provide opportunities for listening, performing, and creating different forms of music/movement.

Snack and Rest Time

The class enjoys healthy snacks and short rest periods. Snacks help keep young bodies energized, while emotional control and attention span generally improves with a short rest period.

Curriculum

Today's kindergarten is actually more academic and challenging than programs of the past. While it is still based upon atmosphere of play, it is a kind of play that teaches children to think, solve problems, share ideas, et al. These concepts are fostered through activities like building with blocks, modeling clay, counting, writing stories, utilizing academic software programs, and more. The students learn the way they learn best: through interactive, hands-on activities at their own pace. The core areas of instruction at the kindergarten level include: Religion, Language Arts, Mathematics and the Sciences, Social Sciences, Creativity and the Fine Arts, and Gross/Fine Motor Skills.

Religion

Religion is a way of living, acting, and valuing life. The kindergarten child hears the story of God's love for all creation, comes to know Jesus as a friend, and prays both spontaneously and formally in word, song, and movement.

Language Arts

Provides opportunities for the child to learn vocabulary development, visual perception, story sequence, alphabet sequence, and letter recognition. Through many, happy experiences with books, the kindergarten child progresses from looking at pictures to authoring books.

Reading and writing skills are encouraged for each student. For some this is done by reading stories to them or writing down tales the young learners tell; for some it means working on letter recognition, printing, or reading the words in books. The emphasis is on *readiness* for reading. Most students actually start to read in the first grade. Communication is encouraged and practice. Children need to hear language. Through listening to their own/other languages, vocabulary is learned, and the rhythm of speech is patterned. A child's communication attempt is validated when others listen. Success in communication is vital to both personal and academic success.

Mathematics and the Sciences

Most kindergarten programs prepare students for the formal study of math. Sorting, grouping, and graphing activities are a hands-on approach designed to familiarize them with math concepts. Manipulative activities in these areas of the curriculum provide many opportunities for children to learn by doing; to discover. Concrete, hands-on experiences enrich perceptual skills, which are practiced and refined through games, songs, books, etc.

Social Sciences

Because the child's family and home are the largest part of the child's world, the child spends much time imitating the things seen there (the work, the feelings, the words) through dramatic play. The child progresses from solitary role-playing to sharing, eventually, to understanding the benefits of working with others.

Social interaction is a vital part of the kindergarten experience. The five- and six-year old child begins to understand the larger community beyond self, family, and home; and starts to realize the need, benefit, and fulfillment of working with others.

Creativity and the Fine Arts

Young children are active, creative, and spontaneous. They need to sing, to listen to music, to play simple musical instruments, to respond rhythmically to music. Children need to express feelings and ideas through a variety of art forms/media, constructive building, and dramatic play. Specialists in the fine arts as well as the kindergarten teachers themselves integrate this aspect of human learning known as the affective domain with the cognitive levels of learning.

Gross/Fine Motor Skills

Young children need opportunities to develop their bodies and their coordination by large motor movement activities: running, jumping, climbing, lifting, pushing, and pulling. Gym activities work on the gross motor skills while classroom work in coloring, cutting, printing, crafts, eye-hand coordination activities foster the development of the fine motor skills. Muscles must be trained through materials graduated from larger to increasingly smaller muscle work. Physiological readiness precedes academic learning.



Goal of the Kindergarten Program

The general purpose of kindergarten programs is somewhat different than that of other grades. The goals include:

- To emphasize social and emotional development
- To expand the students' knowledge of environment
- To teach academic skills
- To introduce the structure of schooling
- To learn cooperation and interactions with peers
- To master new concepts
- To explore new worlds

Because students come into the kindergarten classroom with very different backgrounds and levels of "educational" preparation, many of the activities are individualized to accommodate the unique needs of each child. While some students come to the classroom with very little interactive experience outside of the family environment, some have been involved in highly structured preschool or daycare programs.

Building on the goal of positive self-esteem, it is important that every child has a chance to succeed in the learning process. As the kindergarten students advance in maturity, they are guided in sharing, working together to achieve, and cooperatively building a school family community. Throughout the day, kindergarten students work individually, in small groups, and with the entire class.

Staying Healthy

The most common reason for frequent illness is exposure to other children. For many children who did not attend formal day care or preschool programs, kindergarten will be the first time they are regularly intermingling with a number of children and their germs. This means your child may catch a cold or flu that other youngsters (who have already been exposed to lots of germs) are able to shrug off.

Grades 1 – 4

Students need a positive self-image to achieve academic success. SBS students are encouraged to strive for excellence using various styles of learning: visual/spatial, linguistic, logical-mathematical, bodily/kinesthetic, musical, interpersonal, and intrapersonal.

The team of teachers working with SBS students uses a variety of teaching techniques to meet the needs of multiple intelligences within each learner. Life skills (cooperation, confidence, inquisitive questioning, et al) are fostered as these learners are engaged in the formalized process of schooling.

The curriculum includes the:

- Introduction to the sacramental and prayer life of a Catholic Christian
- Development of skills in reading, phonics, and handwriting
- Expression of feelings and imagination in creative writing and art
- Foundation of language skills through grammar, listening, and speaking
- Use of manipulatives in math and science
- The study of people, traditions, cultures, and regions in social studies
- Use of computer programs, bibliographic instruction, electronic research, and access to the internet
- Experience of singing, using rhythm instruments, folk dancing, appreciation of varied music forms, and performance skills
- Games and activities involving large- and small-motor skills, sportsmanship
- Ability to follow directions, listen to each other, and solve problems
- Growing sense of responsibility, independent work habits, and more

Since 1921, the school community of St. Bartholomew has provided Catholic education for children by offering the opportunity for:

- Religious-based formation
- Accredited, contemporary education
- Christian service

For 90 years, this gift has been handed down from one generation to the next. The founders of this parish school acted upon Jesus' command to go out and spread the Good News by teaching all nations; today's community continues to follow that command.

Grades 5-8

This division, sometimes referred to as Junior High or Middle School, is a transitional time in which students are provided with the experiences needed to achieve at both the current educational level the secondary school level:

- Departmentalized program
- Integrated curriculum
- Daily, varied assignments
- Practiced study habits
- Continuing effort
- Constructive behavior
- Service opportunities
- Extra-curricular activities

To achieve success in this educational endeavor, home and school must work together to enable these students to grow in skills, to mature, and to achieve their potential.

Code of Peaceful Living

To maintain a disciplined atmosphere in this division, infractions of the rules are handled by appropriate consequences:

- Conduct referral form to be signed by parent/guardian
- Remaining after school
- Thursday detention issued (three detentions may require a parent conference)

Detention

Detentions are issued for these reasons:

- Cheating
- Continuous disruptive behavior
- Disregard of school rules
- Disrespect, talking back
- Failure to have assignment notebook in school; missing parent/guardian signature
- Failure to return progress reports and/or signed test(s)
- Failure to serve detention on time
- Fighting
- Forgery; lying
- Gum/candy in school
- Obscene language, gestures, and writing
- Vandalism

Grades

Grades will be issued at the end of each trimester (3 times a year).

Criteria for grades include:

- Achievement on tests/quizzes
- Long-term projects
- Completed assignments
- Class participation
- Preparation for class
- Cooperation

In order to keep a parent/guardian informed of a student's academic achievement on a regular basis, progress reports will also be sent home during the middle of each trimester. Parents are asked to read, sign, and return the progress report to the homeroom teacher the day after it is issued.

Homework/Assignments

Homework is an integral part of the Junior High educational program. Homework and class assignments must be complete and handed in on time.

1. Homework is a student's responsibility and will be treated as such. All homework assignments are expected to be listed, daily, in the assignment notebook. At the end of every week all parents/guardians must look at and sign the assignment notebook. Any missing/incomplete work highlighted by the teacher must be completed over the weekend.
2. Failure to do homework affects a student's grades.
3. Notes from parents/guardians excusing incomplete/forgotten homework assignments will not be accepted.
4. Absence is the only acceptable excuse for failure to complete and hand in all assignments on time. Homework is expected to be turned-in following a student's return to class. Typically, if a student is absent one day, they are allowed one day to complete the assignment. If they are absent two days, they are allowed two days etc. If a student is absent for an extended period due to illness, the teachers and the student will determine a time schedule for make-up work.

Addendum

Handbook Amendment

Statements in this handbook are subject to change with or without notice. The school principal will attempt to keep the school families informed of all changes as soon as practical. Some changes may need to be made as soon as possible, due to unforeseen circumstances.