

# 2008 – 2009 Handbook



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# ST. BARTHOLOMEW SCHOOL

## SCHOOL HANDBOOK

### Mission Statement

The mission of St. Bartholomew Parish School is an expression of the mission of the entire Church: To come together as a community to proclaim the message of Jesus Christ. To this end, the faculty, parents and students build a community of faith, service and knowledge. The faculty's witness to Gospel values is integrated into a program which strives for academic excellence and is designed to allow each child to realize his/her fullest potential. We work as one to cultivate self-acceptance, encourage creativity, and to stress respect for others. We work together to learn together. Our community educates for social justice which enables the students to minister to the global family. This solid foundation, continually evolving, gives all of us the motivation to live a life of Christian choice and action.

## **INTRODUCTION**

This Handbook serves as a guideline to follow in understanding the rules, regulations and procedures of St. Bartholomew School. The Principal reserves the right to amend the handbook at any time.

## **HISTORY**

Legend has it that the school was never planned. Cardinal O'Boyle came to Bethesda to dedicate the church in 1962. Seeing the large number of children at the service, he decided that a school should open immediately despite the fact that there were no facilities. He invited the Sisters of Divine Providence of Kentucky to staff the school. The priest, who had been living on the three floors of a wing to the right of the church, moved to the Blacklock Road house. The space was transformed into a residence for the sisters as well as administrative offices and classrooms for the school. Over the years, the school has been expanded to include facilities for 10 classrooms, a library/media center, a computer room, a music room and a gym.

St. Bartholomew School is accredited by the *Commission on Elementary Schools of the Middle States Association of Colleges and Schools* as an elementary school for children in grades K to 8. Highly qualified, experienced religious and lay teachers staff the school with an emphasis on religion, language arts, mathematics, science, and computer literacy. This highly structured, academic emphasis is balanced by instruction in the fine arts and physical education. Graduates of St. Bartholomew's are well prepared to attend any public, private, or parochial high school. Historically, St. Bartholomew's students have excelled in high school and their future endeavors. Even though St. Bartholomew School seeks primarily to serve parents who want a Catholic education for their children, it is open to all, regardless of race, religion or national origin. It is the philosophy of St. Bartholomew School that education is primarily the responsibility of the parents. Therefore, St. Bartholomew acts in a delegated, complementary way to assist students and their families in their full spiritual, intellectual, moral, social and physical growth. The spirit of caring and Christian love and respect, which we accord each other, strengthens the warm atmosphere of our school. Parental support is present in the daily life of the school, as parents serve as library aides, hot lunch servers, room parents, field trip chaperones, and extra curricular activities supervisors. This close working relationship adds to the family spirit of the school. The school, an integral part of the parish community, shares fully in its liturgies, social outreach and blessings.

## **DISCIPLINE CODE**

The purpose of a discipline code is to insure a safe and productive environment for all the members of the St. Bartholomew School community. The school's regulations are based upon Christ's teachings of "love your neighbor as yourself" and "whatever you did for the least important brothers, you did for me." Along with the Christian model, a good discipline code must contain practical regulations and predictable consequences. St. Bartholomew

School uses the *Steps to Respect Program* to educate all students in recognizing and addressing bullying behaviors. Bullying is defined as “repeated aggressive verbal or physical behavior toward another individual who is defined as the victim. Bullying is intentional and addresses an imbalance of power with the intent to put the victim in distress”. The consequences for bullying behavior are explained on the discipline chart located at the back of this handbook. The complete guidelines of the discipline code are available at the school office.

## **GENERAL**

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- Students are to show respect for other students, those in authority, school property and the property of others.
- Students will not throw anything in the school building or on the school grounds, e.g. rocks, dirt, snowballs, clothing, books, etc.
- Students will not use foul or abusive language.
- Candy or food is not to be eaten during class; no gum chewing is allowed on school premises or on field trips.
- Students may not leave the school property during the school day without permission.
- Students may not enter the building before 7:45 am, during lunchtime or after dismissal unless with a teacher or in Morning-Care only.
- Students may not have in their possession: caps, fireworks, matches, cigarettes, alcohol, narcotics, weapons, etc.
- See page 31 for Detention/Suspension information and a Discipline Chart.

## **UNIFORMS**

- All children are to be in complete uniform at all times – including PE. No student will be admitted to class without a complete uniform unless he/she has a letter of excuse. Parents will be called and asked to bring correct attire. For more details, please see the *Dress Code* section of this handbook.

## **LUNCH / RECESS / PLAYGROUND**

- Lunch is served to grades 5-8<sup>th</sup> at 11:15 a.m. Recess is until 11:50 p.m. Lunch for grades K-4<sup>th</sup> is served at 11:50 a.m. Recess is until 12:30 p.m. Students play with their grade.
- Students will enter the lunchroom in an orderly manner, proceed to their assigned tables and eat in a mannerly fashion. No student may leave the table until the lunch supervisor on duty has dismissed him or her.
- Students will clean up after themselves and go to their assigned playground area.
- All students may use the restrooms in the church hall during lunchtime.
- Students from each grade will clean the tables.
- Students will clean up after themselves and go to their assigned playground area.
- Students will respect and obey the playground supervisors.
- In case of an accident, the student will report to a playground supervisor.

- Students may not play on equipment without supervision, before or after school.
- Fighting or rough games are not permitted.

## **INDOOR RECESS**

- Students will remain in their own homeroom during indoor recess.
- Running or playing ball is NOT permitted in the classrooms or in the school building.

## **GENERAL INFORMATION**

### **ADMISSION POLICY**

St. Bartholomew School is a parish school and provides children of the parish with an educational experience based on a Catholic philosophy of education. Application for admission to St. Bartholomew School may be made through the school office by completing a registration form and arranging a personal interview with the Principal. Parishioners of St. Bartholomew with siblings currently enrolled will be given preference. Non-parishioners may be accepted if space is available. Children entering kindergarten must be 5 years old by September 1<sup>st</sup> of the year. Children entering Pre-K must be 4 years old by September 1<sup>st</sup>. Birth and baptismal certificates and health records are to be presented to the school office for children entering our school. Children transferring from other schools will be required to submit recent report cards and any standardized testing to insure that students will benefit from our program of studies. They may also be required to take a placement test.

### **TUITION, FEES, AND FINANCIAL ASSISTANCE**

The tuition and fees for St. Bartholomew School are determined annually by the Pastor, Principal, and the School Advisory Board and are announced in the spring prior to the new school year. There are two tuition schedules – one for contributing parish families and one for out-of-parish families. *FACTS Management Company* collects and processes all tuition payments through an automated payment system. A yearly book fee, not included in the tuition, will be collected through the school office. **There are no refunds for any tuition or books paid.** All families are asked to meet their financial obligations to St. Bartholomew School promptly. All financial obligations must be paid before transcripts will be released to any other school. In addition, report cards will be withheld from families who have not fulfilled tuition obligations.

### **WITHDRAWAL**

Families withdrawing children from St. Bartholomew School must notify the Principal in writing as soon as possible. Student records/transcripts will be forwarded to the new school upon their written request and only if the parent has signed a student release form.

Families requesting student records/transcript information, completion of letters, forms, and the like from faculty and administration members will be charged a \$50.00 administrative service fee per request, per child, payable in advance, to St. Bartholomew School.

## **TRANSPORTATION**

Carpool groups are the primary means of transportation to and from St. Bartholomew School and are organized informally by the school families. To ensure the safety of all students, parents transporting their children to and from school by cars are required to follow the traffic pattern established by the school in consultation with the **Montgomery County Police**.

If you need to meet with a teacher after school or pick up your child early, please park in the front of the school and wait in the school office. Your child will be announced to come to the office when you arrive.

## **ARRIVAL TRAFFIC PROCEDURES**

Drive around the front of the school from Wilson or Nevis Road. Drive down the main driveway between the gym and parking lot. Patrols and teachers will take your children out in the morning and put your children in the car at the end of the day. Please exit by turning left at the stop sign and using Wilson Lane. Please drive slowly and do not talk on your cell phone as you approach the children.

## **DISMISSAL TRAFFIC PROCEDURES**

Drive around the front of the school from Wilson or Nevis Road. Drive through the upper parking lot and cross over the Blacklock Road to the lower parking lot. Pick up will be in front of the 7/8<sup>th</sup> grade classrooms. After 3:15 p.m., all children not picked up automatically go into our Aftercare program.

## **SCHOOL HOURS: ARRIVAL and DISMISSAL**

**7:45 - 8:00 a.m.** Children arrive (**Children should not arrive before 7:45 a.m.** Children will go to morning-care and charged a fee if dropped off before 7:45 a.m.)

**8:00 a.m. First Bell**

**8:05 a.m. Second Bell – Any student arriving after 8:05 a.m. is late for school and must obtain a late slip from the school office.**

**8:10 a.m. Prayers/morning announcements**

**8:15 a.m. Classes begin**

**10:30 a.m. Grades K-4: Snack Recess**

**11:15 – 11:50 p.m. Grades 5-8 Lunch/Recess**

**11:50 – 12:30 p.m. Grades K-4 Lunch/Recess**

**12:30 - 12:50 p.m. D.E.A.R. Time – (No School interruptions please)**

**3:00 p.m. – Dismissal**

## MORNING-CARE / AFTER-CARE

Supervision is provided for St. Bartholomew students each school morning starting at 7:00 a.m. and from dismissal until 6:00 p.m. daily by St. Bartholomew School for an additional fee. There will be a late fee for any students picked up after 6:00 p.m. This includes half-day sessions. Drop-in service is available on a day-to-day basis and charged a daily rate. If children are not picked up by 6:00 p.m., there will be a late fee of **\$3.00** per minute per child thereafter.

In case of school cancellations and delayed openings, **NO** Morning-Care/After-Care is provided. This is determined by Montgomery County school officials and will be announced on local TV/radio stations.

## SCHOOL CANCELLATION

School cancellations, delayed opening, and early dismissals will be determined by Montgomery County school officials and will be announced on local stations such as **WTOP, WASH, WGAY, WMAL, and WRQX**. St. Bartholomew School follows the **Montgomery County Schools cancellations**. **You may also call the school office at 301-229-5586, ext. 10 to listen for a recording of cancellation or closing.**

## EARLY RELEASE

Parents are encouraged to make appointments for their children after school hours; but if this is not possible please send a note to school with your child the morning of the appointment. **The parent must meet the child in the school office and sign the early release book. Children will be released only through the school office.** Parents may pick up homework for their children at the **end** of the school day; from 3:15 p.m. until 6:00 p.m. in the 7<sup>th</sup> grade classroom. Teachers will not have time to get your child's homework prepared at time of his/her early dismissal.

## ABSENCES

Punctuality and regular attendance are an absolute necessity for a child's progress in school. Excessive absenteeism and tardiness is a contributing factor to a child's academic difficulties. Catholic high schools consider absenteeism and tardiness a valid reason for concern about a student. Students are responsible for making up work missed due to absence.

Parents of students who will be absent or know that they will be late are required to call the classroom teacher. Upon returning to school the child is required to present a note from his/her parents explaining the absence even if a call was made.

## **HOMEWORK**

Parents may pick up homework up for their children after 3:15 p.m. in Aftercare (the 7<sup>th</sup> grade classroom.) Siblings may also pick up homework in the classroom at dismissal time. It is the parent's responsibility to remind the siblings and not the school's responsibility.

## **EMERGENCY INFORMATION**

The Montgomery County Health Department assigns a nurse to work with the administration to make sure that every student's health record is accurate and up to date. Evidence of primary immunizations against diphtheria, tetanus, pertussis, poliomyelitis, measles, rubella, chicken pox and hepatitis B is required of all children at the time of admission.

An emergency information card for each family must be kept on file in the school office. Please keep the information current in the event of change of address, home phone number or office phone number.

## **NO "NITS" POLICY**

It is a good idea to periodically check your child for head lice. Signs of head lice are frequent head scratching, complaints of itchy, dry scalp and redness behind the ears or on the back of the neck. If your child has head lice you must report it to the school office so that the school can conduct a "lice check". Students found with lice or nits must be sent home immediately to prevent the spreading of lice. Before students can return to school, students must be treated and be "nit free". They must check in at the school office to insure that they are "nit free" before returning to class.

## **LUNCH AND SNACKS**

Students are expected to bring their lunch if they have not ordered hot lunch. They must also bring something to drink (**NO GLASS CONTAINERS!**) Students may purchase milk, which is available through the school. 2% white milk, skim milk, or low-fat chocolate milk is available for a nominal fee by completing the milk forms, which are sent home at the beginning of the school year. If your child should forget his/her lunch there is a "sharing basket" in the lunchroom. Children place food items that are still wrapped and untouched but which they cannot eat in the basket to share with other children.

Children in grades K-4 should bring a nutritious snack for their brief morning recess break at 10:30 a.m. Hot Lunch is available for purchase through the *Home and School Association*. Hot Lunch dates are included on the monthly calendar. **[No gum chewing is permitted on school grounds, field trips or any other special activities.]**

## FEDERAL REGULATIONS

In October 1986, the U.S. Congress enacted the Asbestos Hazard Emergency Response Act (AHERA). These regulations require most schools to inspect for friable and non-friable asbestos, develop asbestos management plans that address asbestos hazards and implement response actions in a timely manner. Our school has an asbestos management plan which contains information on our inspections and re-inspections. The Archdiocese of Washington requires six month assessment reports to be filed and kept in the school binder. If you have any questions you may call the school office.

## PARTIES

Seasonal parties are held at the discretion of the teacher, with the approval of the Principal. Parties are usually coordinated with the homeroom parents. Parents may send in birthday treats for their child's entire class as long as arrangements have been made with the teacher. Parties held outside of school are the sole responsibility of the parents.

## FIELD TRIPS

Throughout the year field trips are planned to complement classroom instruction. **All students are expected to attend.** Permission slips, signed by a parent or guardian, are required for each field trip. Students must return these slips to the teacher involved before they will be allowed to participate in the activity. Telephone calls are not sufficient.

## SCHOOL SUPPLY STORE

The school store is located in the library and is open each day between 8:00 a.m. - 8:55 a.m. and again between 2:45 p.m. - 3:00 p.m. During the first week of school the store is open throughout the day. A list of available supplies is sent home during the summer and includes most of the supplies that are required. **Students should have supplies to last throughout the school year.**

## EXTRA SET OF BOOKS

If you have a child who requires a second set of books, you may contact the school office for information on the book publishers. You must order your own set of books as the school does not have extra books to lend out.

## **ELECTRONIC DEVICES**

Possession of electronic devices, such as cell phones, digital camera's, etc., **is prohibited**. Parents are to notify the school office if the parent feels his/her child must have a device. The electronic device must stay in the school office during school hours.

## **TELEPHONE**

Teachers and students will be called to the phone only in cases of emergencies. Students must have permission from the Principal, a teacher or the school office before being allowed to use the telephone.

## **LOST AND FOUND**

During the school year, students lose many items. **Please mark all your child's belongings with his/her name and grade.** Every effort will be made to return lost articles. Lost items will be placed in a container located in the parish kitchen.

## **DRESS CODE**

The emphasis at St. Bartholomew is on academic and positive moral education. Therefore, the school requires that the students in grades K – 8 wear the prescribed uniform. Uniform policies are designed to **minimize competition with regard to designer labels and social trends**. The school policy gives the students and their parents a little leeway with options as to places to purchase uniform items, but the school requests that parents support the guidelines so that all the children present a neat, clean, uniform appearance.

The Principal will determine occasional special “dress up” days. On these days the school uniform need not be worn, but the children are expected to be dressed in appropriate school attire. Sunday best is defined below:

**Out of Uniform Days**: When students are permitted forgo the school uniform, other requirements are enforced. Below you will find a description of “Sunday Best” clothes:

**Boys**: Khaki pants, shirts with collars, sneakers are permitted.

**Girls**: Appropriate length skirts, dresses or dress pants, nice shirts, nice shoes or sneakers permitted.

Students who come to school without the correct uniform will receive a uniform slip. If students are not wearing appropriate white crew socks, and/or knee socks or tights for girls, they will be given white crew socks to wear and will pay a \$1.00 fee. Crew **is defined as being 5 to 6 inches above the anklebone**. No other length is allowed.

**SUMMER UNIFORM (OPTIONAL)**  
**(September, May, & June)**

**BOYS & GIRLS - ALL GRADES**

Navy blue walking/Bermuda style shorts (No cargo shorts) worn with white cotton knit short sleeve polo shirt with St. Bart's logo on it. No tie. Students may wear their winter uniform year round.

**P.E. UNIFORM**

**For Grades K-4<sup>th</sup>** – Students are to wear their P.E. uniform to school on P.E. days only.

**For Grades 5-8<sup>th</sup>** – Students are to bring their P.E. uniform on P.E. days and will change during P.E. class.

**ALL GRADES**

SHIRT – White t-shirt with St. Bart's logo

SHORTS – Navy blue mesh or cotton P.E. shorts with St. Bart's logo

SHOES – Sneakers required

SWEATSHIRT – Navy blue with St. Bart's logo (Required for winter months)

SWEATPANTS/WARM-UP PANTS:

**K-4<sup>th</sup>**: Navy blue cotton sweatpants with or without logo

**5-8<sup>th</sup>**: Cotton navy blue sweatpants with logo or blue nylon warm up pants with logo

## WINTER UNIFORMS (October – April)

### GIRLS - K – 4<sup>TH</sup> GRADE

JUMPERS – Green and blue plaid sleeveless box-pleated jumper.

**(No more than 3 in. above the knee)**

BLOUSE – White round collar (Peter Pan style) short or long sleeved blouse and/or white cotton turtleneck long sleeved shirt (no logos)

SWEATER - Navy blue v-neck pullover or cardigan with St. Bart's logo

SWEATSHIRT - Navy blue with St. Bart's logo

SOCKS – Navy blue knee socks, plain white crew socks or white, navy blue or black tights only.

SHOES – Substantial leather black, brown, or navy blue school shoes; preferably tie shoes.

**NO SNEAKERS, SANDALS, BALLERINA STYLE SHOES, SLIPPERS, BOOTS, OR HIGH HEELED SHOES** (measuring no more than 1 inch high).

Please purchase correct shoe size.

### GIRLS - 5<sup>TH</sup> – 8<sup>TH</sup> GRADE

SKIRT – Green and blue plaid box-pleated skirt of modest length

**(No more than 3 in. above the knee).**

BLOUSE – White oxford cloth button down collar, short or long sleeved and/or white cotton long sleeved turtleneck shirt (no logos) or long sleeve logo polo shirt.

SWEATER – Navy blue v-neck pullover or cardigan with St. Bart's logo

SWEATSHIRT - Navy blue with St. Bart's logo

SOCKS – Navy blue knee socks; plain white crew socks or navy blue tights

SHOES – Substantial leather black, brown, or navy blue school shoes; preferably tie shoes.

**NO SNEAKERS, SANDALS, BALLERINA STYLE SHOES, BOOTS, SLIPPERS OR HIGH HEELED SHOES** (measuring no more than 1 inch high).

Please purchase correct shoe size.

### GIRLS ACCESSORIES – ALL GRADES

JEWELRY – A watch, a necklace, a ring and only stud type earrings.

T-SHIRTS – Only plain white t-shirts are permitted to be worn under shirts. (No logos)

**NO NAIL POLISH, NO MAKE-UP**

## **BOYS - K-4<sup>th</sup> GRADE**

SHIRT – White cotton knit long or short sleeve polo shirt with St. Bart's logo.

PANTS – Navy blue dress style (*Dockers or Bugle Boy* style)

**No jean, cargo or patch pocket type pants.**

SWEATER – Navy blue v-neck pullover with St. Bart's logo

SWEATSHIRT – Navy blue with St. Bart's logo

BELT – Black, brown or navy - Required.

SOCKS – Plain navy blue or white crew socks (no logos)

SHOES – Substantial leather black or brown school shoes; preferably tie shoes.

**NO SNEAKERS, SANDALS, SLIPPERS OR BOOTS.** Please purchase correct shoe size.

## **BOYS - 5<sup>th</sup> – 8<sup>th</sup> GRADE**

SHIRT - White oxford cloth button-down long or short sleeve with a plain white tee shirt underneath.

TIE – Navy blue and green stripe

PANTS – Navy blue dress style (*Dockers, Bugle Boy* style)

**No jeans or patch pocket type pants.**

BELT – Black, brown or navy - Required.

SOCKS – Plain navy blue or white crew socks (no logos)

SHOES – Substantial leather black or brown school shoes; preferably tie shoes.

**NO SNEAKERS, SANDALS, SLIPPERS, OR BOOTS.** Please purchase correct shoe size.

## **BOYS ACCESSORIES- ALL GRADES**

JEWELRY – A watch, a ring, a necklace, **no earrings.**

T-SHIRTS – Only plain white t-shirts are permitted to be worn under shirts (no logos)

**STANDARD HAIRCUT** (Hair does not touch collar/bangs away from eyes)

## **STUDENT ACTIVITIES**

Extra curricular activities are an important part of the school program at St. Bartholomew School. All students are encouraged to actively participate in other activities which occur during the year according to the students' interest and the availability of volunteers.

## **LITURGY COMMITTEE**

The liturgy committee is comprised of students in grade 6<sup>th</sup> – 8<sup>th</sup>, works very hard to create interesting and meaningful liturgies for the different school celebrations. This committee truly represents the partnership between St. Bartholomew School and St. Bartholomew Parish.

## **STUDENT COUNCIL**

The Student Council is comprised of student representatives in grades 3 to 8. Its purpose is to develop leadership potential as well as to encourage a climate of student involvement and participation within the school. The Student Council officers are role models who are excellent representatives of the school both academically and behaviorally.

If a student receives one detention, the student is off for a month. With two detentions, this will result in impeachment. This applies to officers and representatives.

## **SAFETY PATROL**

The Safety Patrol functions as a unit of the Montgomery County Safety Program and is open to all 6<sup>th</sup>-8<sup>th</sup> graders who wish to apply. Under the direction of a faculty moderator and a county police officer, patrols help maintain safety on the school grounds during arrival and dismissal. Meetings are usually scheduled once a month during lunch.

## **ALTAR SERVERS**

All students in grades 5 to 8 are eligible to participate in the ministry of the altar service. Students are trained by one of the parish priests and are asked to serve on the altar at daily, Sunday, and sacramental liturgies as well as at weddings and funerals.

## **SPORTS**

St. Bartholomew students in grades K to 8 are eligible to participate in the parish CYO Athletic Program that includes a variety of team sports (including soccer, basketball, baseball, and softball) in competition with other parish teams. The program operates on a volunteer basis and is open to all parish and school children for a nominal fee.

## **SCHOOL NEWSPAPER / BOBCAT NEWS**

The school newspaper is written by students in the different grades under the direction of a faculty advisor and a student editor. Student editors will be chosen by the faculty advisor based on previous experience on the news staff along with articles they may have contributed and published as staff members. This wonderful publication includes articles, artwork, and editorials that the students feel are important during the course of the school year. It is published periodically and everyone looks forward to reading the *Bobcat News*.

## **YEARBOOK**

The yearbook is distributed at the end of the school year. It is a marvelous collection of pictures and memories from each grade and arranged by the yearbook staff.

## **STUDENT AMBASSADORS**

These students show prospective parents and students around the school. They are our best sales people!

## **PARENT PARTICIPATION**

Parents are encouraged to be actively involved in the education of their children. Every effort is made to promote a sense of cooperation and community.

## **VOLUNTEERS**

St. Bartholomew School relies on parent volunteers to contribute to the enhancement and enrichment of its educational programs. At the beginning of the school year a request for volunteers is sent home with a description of needs in the various areas. Parents indicate on this form their areas of interest and are contacted as needed. These areas may include classroom and library assistants, special tutors, working committees for the Home and School Association, and assistance with some student clubs and activities.

*The Archdiocese of Washington* mandates that all volunteers (including CYO coaches) who serve the school on a regular basis must be fingerprinted and participate in Virtus training through the Archdiocese of Washington. This is to ensure the safety of all of the children. It is a privilege to volunteer in our school and as such, we must insist that volunteers act as professionals. Professional behavior includes treating all children with respect, refraining from gossip about children, families and faculty of St. Bartholomew School, and promoting a positive image about the school and its community. If it is determined that a volunteer is hindering the mission of our school, that volunteer will be asked to discontinue service to the school.

We continue to appreciate the hard work and dedication of our valued volunteers.

## **SCHOOL ADVISORY BOARD**

The School Advisory Board is a team comprised of parents, a faculty member, the Principal and the Pastor. The purpose of the board is to set direction and determine policy in accordance with the mission of the school and the policies of the *Board of Education of the Archdiocese of Washington*. The board members offer their experience and expertise to

strengthen the decision making process and assist the administrative team (pastor and principal). Those interested in serving on the board should contact the Pastor.

## **HOME AND SCHOOL ASSOCIATION**

*The Home and School Association (H&SA)* promotes effective communication and cooperation between parents and the school. It sponsors, as well as supports, numerous worthwhile projects throughout the year. Annual dues are payable at the first meeting in September and are used as seed money for these projects.

## **CYO BOARD**

This board directs a program of athletics for elementary and high school youths. Teams are fielded in soccer, basketball, softball, and baseball and compete with other CYO teams in the Archdiocese. All parish children ages 5 to 17 are eligible to participate. Information about enrollment may be obtained by contacting the CYO commissioner.

## **COMMUNICATION**

**COMMUNICATION WITH TEACHERS** Parents can contact teachers by using the voice mail system, email system or by letter. Teachers will make every attempt to return messages within 24 hours. Parents are asked to communicate **directly** with the teachers when they have concerns. The principal will not speak to parents unless the teacher has been contacted. **Faculty members should not be contacted at home.**

**SCHOOL COUNSELING** is available to students individually, in small groups and in the classroom to work on a variety of issues such as conflict resolution, social skill development and adjustment difficulties. The counselor occasionally offers after school groups dealing with divorce and loss. Parents may call our counselor directly to discuss their individual child's needs.

**WELCOMING NEW FAMILIES** during the summer is a popular custom at St. Bartholomew. Prior to the beginning of the school year, members of the school community contact new families not only to extend a welcome but also to provide information and assistance.

**NEW FAMILY ORIENTATION** is held in the spring of the upcoming year and the week before school opens. At this session the Principal, a representative from the Home and School Association, and a representative from the School Board present an overview of the school's policies and procedures. This is an excellent opportunity to ask questions and begin a happy and involved experience at St. Bartholomew School.

**PARENT-TEACHER CONFERENCES** are scheduled for all parents in November following the close of the first quarter. Parents may schedule other conferences with a teacher or the Principal as desired throughout the school year by contacting the school office or by communication with the teacher. **Unscheduled conferences with teachers are not permitted.** Open House is held during Catholic Schools Week each year. At that time, parents are invited to visit the classrooms.

**WEEKLY ANNOUNCEMENTS A.K.A. “WEDNESDAY ENVELOPES & BULLETIN”** are sent home to every family via the youngest child. Parents should expect a Wednesday Bulletin for communication each week. Carefully review the information and return the envelope with all necessary forms completed back to school the next day. If you would like important messages/information to be included in the *Wednesday Bulletin*, please send them into the school office or by email by each Monday prior to printing.

**PARENT HANDBOOK AND SCHOOL DIRECTORY:** The handbook is given to every family at the beginning of the school year. The school directory is given to parents at *Back to School Night* in September. Its purpose is to provide parents with a handy reference to school policies, procedures, activities, and families of St. Bartholomew School. Additional copies can be purchased in the school office.

**INTERNET AGREEMENT** is an internet agreement between St. Bartholomew School and all students. At the beginning of each school year, students sign an agreement to use the internet responsibly. We depend on parents to monitor the home usage of the internet. Sites such as *Myspace.com*, *facebook.com*, *blackplanet.com* and *xanga.com* are sites that parents should be aware of. Use of these sites has endangered children. We encourage all parents to continue to monitor their children’s use of the computer and make sure that they are not posting personal information, inappropriate pictures or interacting inappropriately with other individuals on the computer.

## **SPECIAL EVENTS**

**BACK TO SCHOOL COFFEE** is organized by the Home and School’s Hospitality committee and held in the beginning of the year in the Church Hall. All parents and young siblings are invited to stop by to meet new families and to greet old friends.

**BACK TO SCHOOL NIGHT** is a very important evening planned by the Principal, and faculty. It is usually scheduled in September. At this meeting the Principal presents the goals and expectations for the coming year. The Home and School Association is available to solicit volunteers. Individual teachers are present to discuss their own classroom programs.

**ST. BARTHOLOMEW’S WEEKEND** is traditionally held the third weekend of September to celebrate the founding of the Parish. Family centered activities are planned around the Saturday evening Mass.

**OUTDOOR EDUCATION** is a program for all 6<sup>th</sup> graders, which includes carefully planned activities about the understanding of their natural environment set at *Summit Lake Camp* in Emmitsburg, MD. These three days help students develop positive attitudes and values, learn to live democratically and responsibly, and to become closer to God through an increased awareness in His creations.

**LITURGIES / HONORS MASSES** are planned throughout the school year by the school's liturgy committee. These are beautiful expressions of thanksgiving by the student body. It is especially heartwarming to see the older students helping the younger ones to sing and to worship as a community.

**THE HALLOWEEN PARADE** is a highlight of this popular holiday. The Student Council plans the activities that include students dressed in Halloween costumes parading around the courtyard for all to see. Parents, grandparents, and siblings are welcome. (A true "Kodak Moment".)

**THANKSGIVING BASKETS** are filled with food collected by students in each grade. On the day before Thanksgiving, these baskets are delivered to Sacred Heart Church in Washington, D.C. where they are distributed to families in need. The Mission Coordinator organizes this project.

**ADVENT ANGELS** are organized by the teachers. This tradition provides an opportunity for each child to give of him/herself to another without expecting anything in return. These expressions of friendship can include kind notes, and kind deeds. This season of giving culminates with a gift to baby Jesus at the Christmas liturgy.

**THE CHRISTMAS PAGEANT** is organized by the teachers with many parents volunteering their time and talents to present an enchanting performance by the entire student body. In fact, it's simply not Christmas without this special gift for the parents, families and friends of St. Bartholomew.

**CATHOLIC SCHOOLS WEEK** is held each year in January or February. Among the many activities planned by the *Home and School Association*, Principal and faculty to highlight our school throughout the week are an **Open House**, **Family Lunch**, and **Liturgy**.

**SCHOOL SPIRIT WEEK** is an annual event. This week is filled with special events for the student body to help demonstrate our wonderful school spirit!

**FIELD DAY** is planned by the P.E. teacher and is held in May. It is everyone's favorite day. Parents assist with the different events and serve lunch. Students rotate through nine different stations and are divided into four teams, which are comprised of students from all grades. Ribbons are awarded to all. Parents are the biggest winners, taking pride in the entire student body.

**SEDER MEAL** is planned by grade 5 for students in the upper grades (grades 5-8) just prior to Easter Vacation. This commemorates the Passover Meal celebrated by Jesus and his apostles.

**GEOGRAPHY BEE** is a yearly event where eligible 6-8<sup>th</sup> grade students participate in preliminary rounds to choose the 10 finalists for the *National Geographic Society Geography Bee*. The entire student body, along with their teachers and parents, enjoys the excitement and challenge of the final competition at a school assembly. Our school finalists have often qualified for the statewide competition.

**MAY CROWNING** is a beautiful expression honoring the Blessed Virgin. The second graders process accompanied by the eighth graders. Some of the activities that are planned include prayers, songs, rosary, and the crowning of the statue of Mary. A candle lighting ceremony follows where 8<sup>th</sup> graders pass the torch of leadership onto the 7<sup>th</sup> graders.

**CHESS CLUB** is organized by the *Home & School Association*. The Chess Club meets once a week in the Church Hall. A professional Chess Teacher will coach the children. They will learn to new moves and compete with each other and/or other schools. A small fee is applied to all interested children.

**GRADUATION** – A special graduation liturgy is held to celebrate the accomplishments of our 8<sup>th</sup> graders. On Friday evening, a dinner, planned and served by the seventh grade, is given for the 8<sup>th</sup> graders, their parents, and the faculty and staff of St. Bartholomew. The dinner is followed by an eighth grade awards ceremony, which recognizes the academic and extracurricular accomplishments of the graduating class. After the Awards ceremony, there is a dance enjoyed by the sixth, seventh, and eighth graders at St. Bart's.

## **ACADEMIC INFORMATION**

### **RELIGION**

The purpose of the religious education program is to create the environment in which the faith of the students becomes living, conscious, and active. The Parish priests, Principal, teachers, parents and the students work to attain this goal. The curriculum includes the basic teachings, truths, and traditions of the Catholic faith. The Gospel values are presented in such a way that students reflect, internalize and act upon them.

The school day begins and ends with prayer over the public address system. Classes pray together throughout the day.

A love and appreciation of the liturgy is fostered through active participation during Mass. The students attend Mass on a regular basis; which they prepare readings, present the Offertory gifts, and assist the celebrant. School-wide liturgies are held to celebrate or highlight special occasions. Students also participate in traditional Catholic devotions such

as the Stations of the Cross and the rosary. A May Crowning is held each year to honor the Blessed Mother. Students in grades 2 and 8 are prepared by their teachers and parents to receive the sacraments of the Holy Eucharist, Reconciliation, and Confirmation. Parents are expected to attend sacramental preparation meetings scheduled through the Office for Religious Education. Students in grade 3 to 8 celebrate the Sacrament of Reconciliation four times during the school year.

## **MISSION PROGRAM**

The Mission Program strives to make the children aware of the needs of others. Among the annual service projects are: World Hunger Day food collection, Thanksgiving Baskets for needy families, Shower for Baby Jesus at Christmas and other activities that provide the children and opportunity to share with those who are less fortunate.

## **LANGUAGE ARTS (*English & Reading*)**

### **ENGLISH**

The primary purpose of the program is to enable students to speak and write correctly and effectively. A solid foundation of fundamental skills is emphasized. Grammar is taught functionally; that is, rules are immediately illustrated and applied. This training in formal grammar prepares the students to communicate effectively.

The primary goal of the composition program is to produce writing that emphasizes content, clarity, and accuracy as well as style and mechanics.

Formal instruction in composition begins in grades K and 1 with the production of language experience stories and continues to develop sequentially the basic writing skills from simple sentence construction to the more complex composition assignments.

### **READING**

Great literature is the foundation of our successful reading program. It introduces the reader to great authors and develops a life long love of reading. At the same time, students develop the fundamental reading skills necessary to comprehend and appreciate what they have read. This instruction includes beginning reading skills, phonetically based decoding skills, and strategies to improve vocabulary and comprehension.

### **D.E.A.R. PROGRAM**

Fifteen minutes a day, all children and faculty are involved in the “*Drop Everything and Read Program.*” (Called D.E.A.R. Time) All children are to read a book at grade level, and not a magazine, for fifteen minutes a day. This program instills the love and importance of reading.

## **MATHEMATICS**

The math program prepares students by developing important cognitive skills that will enable the students to reason and to solve problems in everyday situations. This balanced program provides a wide range of learning experiences children require for maximum growth in concepts, facts, skills, and problem solving. Involvement is further enhanced by promoting projects and by participating in local and statewide contests.

In grades 1<sup>st</sup> – 8<sup>th</sup>, students are grouped to enable them to work at a pace that offers challenge without frustration. Pre-Algebra and Algebra are offered to 7<sup>th</sup> and 8<sup>th</sup> grade students.

## **SCIENCE**

Science is taught in grade K - 4 by the classroom teacher in self-contained units. These units are taught flexibly and are designed to meet the needs and interests of the students. In grades 5 – 8 the program presents a balance of life, earth, and physical sciences. Concepts appropriate to each grade level are taught using examples from everyday life. Students are given opportunities for hands-on experiences that enable them to master concepts and practice science skills. Many hands-on experiences are planned in the lab.

## **SOCIAL STUDIES**

The goal of the Social Studies program is to use facts, concepts, and generalizations of history and the social sciences to promote responsible citizenship. The curriculum is designed to encourage critical thinking, problem solving, and a commitment to human dignity. An awareness of the environment and the community is highlighted throughout the program with programs of map reading skills, current events, field trips and research projects.

## **COMPUTERS**

Computer Lab instruction is offered twice a week for grades 1 – 8. The children visit the computer lab in small groups where they use programs designed to emphasize skills rather than drills. Grades K to 3 begin with hand to eye motor skills, and then move onto keyboarding, and reinforcing phonics and math skills. In grades 4 – 8, the students learn word processing, keyboarding, programming, spreadsheet, history of computers, and the Internet.

## **SPANISH**

Spanish is taught in grades 1 to 4 twice a week, and in grades 5 to 8 three times a week. The program strives to develop student proficiency in and appreciation of the Spanish language and culture. Listening, speaking, reading, and writing are taught. The attainment of these skills is accomplished through the use of teacher made materials, text, and audio-visual materials.

## **ART**

The art program is designed to develop an appreciation of art through studying the principles and history of art. Students have the opportunity to create art using a variety of materials such as tempera paint, tissue paper, clay, and charcoal. The art classes cover printmaking, sculpture, painting, and drawing. Upper grades have the option of wearing art smocks at every class to protect their clothing.

## **MUSIC**

The music program is designed to stimulate interest in music. Students are led to make discoveries about concepts through singing songs, playing musical instruments, and studying the lives of the great composers. Throughout the year the students are involved in preparing music for a variety of church celebrations.

## **BAND**

In conjunction with the Archdiocesan program, St. Bartholomew has a band composed of interested students in Grades 4 – 8. A qualified music instructor is assigned by the Archdiocese as the Band Director. All arrangements, lessons and rental or purchase of instruments are handled privately between the parents and the Band Director. The school permits students in the band to be released from classes for a half-hour lesson each week. This schedule is set up on a rotating basis so that the same academic classes are not always missed. It is the responsibility of the student to make up the work from a missed class.

## **PHYSICAL EDUCATION**

Physical Education is offered twice a week in grades K to 8. Students are required to dress in the school's P.E. uniform. The objective of the physical education program is to promote physical development through activities that build strength, vitality, skills, coordination and good sportsmanship. Units of instruction vary according to grades level. In the lower grades, activities and games are designed to develop gross motor skills. Instruction in competitive sports such as lacrosse, basketball, and soccer is offered for upper grade students. Students in grades 1-8<sup>th</sup> participate in the *President's Physical Fitness Program*.

## **LIBRARY SCIENCE/MEDIA CENTER**

Library hours are Monday through Thursday from 8:00 a.m. to 3:00 p.m. Students may use the library during lunch or after 3:00 p.m. provided prior arrangements are made with the librarian. In addition to the weekly scheduled library periods, individual students or small groups may use the library at any time during the day with permission from the teacher.

**Library material may be checked out for one week in grades K to 2 and three weeks in grades 3 to 8.** They may be renewed as necessary. Students who have outstanding books will not be allowed to borrow from the library until the account has been settled. Students may return borrowed items at any time, but materials generally are collected in the classroom and sent to the library on the day of their scheduled library period.

## **RESOURCE**

Resource class is designed to help students who need additional academic support to help them be successful in school. In the early years, students are referred to the resource teacher if they are having trouble with class academics with or without a documented need. Kindergarten and 1<sup>st</sup> grade students see the resource teacher as needed but mostly as a support to the classroom teacher. 2<sup>nd</sup>-4<sup>th</sup> grade students have small group remedial reading three times a week for 45 minutes sessions.

Students in 5<sup>th</sup>-8<sup>th</sup> grade must have educational testing that documents their need for resource class. Those students who have demonstrated this need will meet in a small group with the resource teacher to work on study strategies and organizational skills which will help them to be more successful academically. These groups meet three times a week for 45 minutes during the regular Spanish class time.

## **STUDENT EVALUATION**

Performance evaluation is vital to an effective education program. It describes the student's achievements and provides information about the effectiveness of the curriculum. Testing and reporting are basic components of evaluation.

## **DIAGNOSTIC TESTING**

When necessary, parents may request special testing to assess learning styles and needs is available for students. Montgomery County will provide this service to our students. In addition to the Montgomery County testing services, there are several private agencies, which the Principal can recommend.

## **STANDARDIZED TESTS**

Standardized testing is administered to all students in grades 2<sup>nd</sup> to 8<sup>th</sup> throughout the *Archdiocese of Washington* in the spring. The 8<sup>th</sup> graders take a high school placement test in the fall as part of the catholic high school admissions process. The main purpose of this test is to determine strengths and weaknesses, both of the individual students and school programs. Parents are provided a report of the results.

## **TEST AND EXAMS**

In addition to the standardized tests, a variety of informal tests and inventories are administered throughout the year.

## **HOMEWORK**

Homework is a necessary part of each child's education program. Homework is a personal responsibility, which develops initiative and self-direction, reinforces previously taught skills and encourages supplementary reading and research.

Homework is generally assigned on a daily basis; though the quantity given varies with each level. Homework should be neat, complete, and turned in on time. Homework is an important component of a student's final grade.

Homework assignment books are given to all students in grades 3-8<sup>th</sup> to assist in developing organizational and study skills. Each student is taught to write his/her homework in assignment book daily. The teachers also post homework assignments on the computer website: *www.eboard.com*.

Long term assignments such as book reports and research papers are given throughout the year. A reasonable length of time is allotted for these projects, and students are required to complete them accordingly. Work not handed in on time will result in the student's grade being lowered.

## **OTHER ASSIGNMENTS**

There are times when students are required to return forms signed by their parents/guardians, such as tests, notes, permission slips, envelopes, etc. These, too are important components of developing personal responsibility and as such, items not returned with a parent's signature, when due, may result in the student's grade being lowered for that assignment or in that class.

## PERSONAL SAFETY CURRICULUM

Part of our curriculum includes a comprehensive safety program where students learn how to keep themselves safe in any environment. Children are taught to value their self-worth and to stand up for themselves. This program includes an anti-bullying approach where students learn how to make friends, to recognize bullying, to refuse bullying and to report bullying. In essence, they are taught not only to stand up for themselves but to stand up for others. This program also includes a series of discussions teaching children how distinguish between appropriate and inappropriate actions by adults. It includes identifying the types of approaches an adult might use to lure children so that students may recognize the approach, report the person, and be safe.

## PROGRESS/EVALUATION REPORTS

Mid-quarter progress reports in each academic area are issued to students in grade 4<sup>th</sup> -8<sup>th</sup>. Parents should check their Wednesday Envelope for these reports four times a year. The evaluation envelope should be signed and returned to the school after each report.

## REPORT CARDS

Reports are distributed quarterly. Generally a combination of devices and techniques are used to measure the achievement of the students in areas of academic skill, work habits, and adjustment. Consideration is given to a student's performance in relation to his/her ability. Parents are to keep the report card, and return the envelope signed after each quarter.

## DISCIPLINE REPORT

Discipline reports, also known as "pink slips", are written notices explaining which inappropriate behavior has occurred. If a student receives three pink slips during a quarter, he/she will be issued a detention. "Reflection" and "Stop and Think" sheets may be sent home if there is an incident when the parent should know the specific details. It is extremely important that parents discuss the incident with the student and support the teacher. If there is a question about the incident, the parent should contact the teacher directly. Parents who do not support this process make it difficult for teachers to enforce the discipline policy which affects the classroom climate and quality of instruction. **Parents who do not support the school policy may be asked to leave the school.**

## DETENTION

A detention is a consequence that may be applied to a student by the teacher for a single infraction or for a series of minor infractions. A detention is considered serious and applies to behavioral matters only. **Accumulation of three detentions during the school year will result in a suspension from school.**

Detentions are served from 3:15-4:30 p.m. on Thursdays. Parents will be notified of a detention at least one day in advance.

## **SUSPENSION**

In-school suspension is a consequence that will be applied to a student for a serious infraction or after a series of three detentions during the school year. During an in-school suspension, a student will not be allowed to attend classes or to participate in any school activities. Students will be expected to complete all academic work missed during an in-school suspension.

A student accused of a serious wrong can be placed on a home study program pending an investigation. Out of school suspension is a most serious consequence applied to a student for a violation of the school discipline code. In this case a student is not allowed to attend school or any school activities for no less than one day and no more than five days. During this period of time the student will receive a zero for all subjects and academic work cannot be made up.

Conduct on or off school grounds that are detrimental to the good name of the school may result in suspension or possible expulsion. **THIS INCLUDES THE USE OF THE INTERNET.**

In addition to the minimum and maximum consequences stated, there are several logical intermediate or alternative steps that may be taken. They are:

- Disciplinary action as determined by the teacher and/or Principal.
- Non-judicial action which may involve other resources.
- Restriction from recess and other school activities.
- Removal from class and sent to Principal.
- Detention as prescribed.

Possession or use of illicit drugs/alcohol/or weapons is prohibited. If at any time a child is in possession of drugs or a weapon, that child will be suspended from school and dealt with according to the laws of Montgomery County, Maryland.

## **INTERNET USAGE**

All parents are required to sign the Archdiocese of Washington Computer and Internet use agreement. This agreement includes parent's active monitoring of their children's computer usage at home. Parents are expected to frequently review children's email, *Facebook*, *MySpace*, etc. Refer to the discipline chart for consequences of computer misuse.

## DISCIPLINE CHART

<b>TYPE OF INFRACTION</b>	<b>MINIMUM CONSEQUENCE</b>	<b>MAXIMUM CONSEQUENCE</b>
Physical abuse, fighting, bullying, causing injury	Teacher conference with student	Expulsion
Insubordination, defiance, challenging authority	Teacher conference with student	Expulsion
Disruptive behavior in class or lunchroom	Teacher conference with student	Expulsion
Verbal abuse-obscenity and profanity	Teacher conference with student	Expulsion
Stealing/destruction of property	Teacher conference with student, restitution required-parent notification	Expulsion
Cheating/ Plagiarism	Grade adjustment, parent notification	Expulsion
Possession and/or use of tobacco, drugs, alcohol, weapons	Principal conference with parent and student	Expulsion
Sexual Harassment	Principal conference with student	Expulsion
Inappropriate Internet Usage	Teacher/Principal conference with student	Expulsion

# MARKING SYSTEM

## Kindergarten

Report cards are a list of the skills that have been introduced during the quarter with brief comments from the teacher.

### 1<sup>st</sup> - 8<sup>th</sup> Grade: General Scale

E – Excellent  
G – Good  
S – Satisfactory  
I --Improvement  
U – Unsatisfactory

### 4<sup>th</sup> - 8<sup>th</sup> Grading Scale

A 93-100  
B 92-85  
C 84-77  
D 76-70  
F Below 70

## HONORS

Honors recognition is given to students who attain a high level of academic achievement and personal discipline. The academic honor roll is established for students in grades 5<sup>th</sup> -8<sup>th</sup> and the St. Bartholomew's Award, recognizing Christian behavior, character, and citizenship, is given in all grades. The criteria for the awards in grades 5-8<sup>th</sup> are as follows:

### Principal Honors

- All "A's" in major academic subjects, (Religion, Reading, English, Math, Social Studies, & Science)
- All "A's" in non major academic subjects
- All "E's" in other areas and subjects
- No Detentions.

### First Honors

- All "A's" with 1 "B" in major academic subjects
- A grade of "E", "G" or "B" required in all other areas of subjects.
- No Detentions.

### Second Honors

- A grade of "A" is required in 2 of the major academic subjects.
- No grade lower than a "B" and/or "G" in all other subjects or areas.
- No detentions.

## **ST. BARTHOLOMEW AWARD**

This award will be given to those students whose behavior, character, and citizenship deserves recognition. Special attention will be given to those students who show kindness and respect toward others.