

Parent - Student Handbook 2022-2023



Academy of Saint Bartholomew
14875 East Bagley Road
Middleburg Hts., OH 44130
(440) 845-6660

MISSION STATEMENT

*The parish Academy of Saint Bartholomew promotes an education rooted
In Christ. We provide an innovative academic education, while
preparing students to be global citizens for Christ.*

VISION STATEMENT

*Our school is a leading educational facility offering up to date teaching methods,
curriculum, and a multimedia technology. Our students receive premier scholastics and
Christian foundation for future success in life.*

PHILOSOPHY

*The Academy of Saint Bartholomew exists to assist the parents in the educational process of their children
by providing an atmosphere of faith and learning. The school community strives to exemplify the person of
Jesus, not only by word, but especially by example.*

*Each member of the school faculty tries to develop the unique personal giftedness of each and every
student by fostering an attitude of self-worth and self-discipline. We challenge the students to use all of the
potential God has given them.*

BELIEFS

The faculty and staff of the Academy of Saint Bartholomew believe that...

- our faith-centered education guides and influences all we do.
- as a school we live out the global message through service to others within the local and global community.
- we are committed to fostering relationships with families, as they play a critical role in the development and success of the child.
- science, math and technology are tools used to enhance the quality of classroom instruction.
- the role of curriculum is to guide and educate the whole person, ensuring a well-rounded education spiritually, physically, socially, and intellectually.

PARENT RESPONSIBILITIES

The primary responsibility for the education of the children belongs to parents. To ensure an atmosphere for educational success and Christian Catholic growth the following responsibilities are essential:

- Model and support your child's practice of the Catholic faith.
- Support school policy and the authority of the administration, teachers, staff and volunteers by teaching your child, by word and example, respect for the law, for school rules and regulations, and for the rights and property of others.
- Set realistic goals according to your child's individual potential.
- Encourage your child to complete all assignments.
- Expect your child to emulate the principles of good behavior at all times.
- Note your child's conduct and effort marks.

Follow the policies and procedures stated in the handbook by knowing and understanding the rules your child is expected to observe at school and be aware of the consequences for violations of these rules.

- Encourage in your child a desire to learn and a respect for self and others.
- Be sure your child attends school daily, unless ill, and is on time.
- Make certain that your child is clean and dressed appropriately according to school policy.
- Guide your child from the earliest years to develop socially and acceptable standards of behavior,

to exercise self-control, and to be accountable for his/her personal actions.

- Pay all fees on time (registration and tuition).
- Have parent/guardian attend any mandatory parent meeting.
- Monitor your child's progress throughout the school year and conference with the teacher as needed.
- Actively support fund-raising events for the benefit of your child and the support of Catholic education.

VOLUNTEER PROGRAM

Volunteers are needed in various programs in the school. We welcome this assistance, as it helps create a closer bond between parents, parishioners, and the school. Volunteers are needed as chaperones on field trips and to assist with other school activities. All volunteers must report to the school office upon arrival and notify the school secretary they are here. Volunteers are expected and need to follow and support the policies and regulations of the school while working as a volunteer in the school environment. All parents and or volunteers who serve at our school for **more than 3.5 hours** per week must attend a Virtus "Protecting God's Children" training session. Virtus is a Cleveland Diocesan sponsored program that leads to a better awareness of child abuse. In addition, *the Policy for the Safety of Children in Matters of Sexual Abuse* and the *Standards of Conduct in Ministry* must be read with an acknowledgement of such on file in the school or parish office. **All volunteers who serve for more than 3.5 hours per week must be BCI&FBI fingerprinted and have evidence of such on file with the school or parish office.**

The Academy of Saint Bartholomew parent organization, the Parent-School Support Group (PSSG), is a link of communication between parents and school. Your assistance in fundraising and other committee activities is necessary and appreciated. Volunteer opportunities are listed on their website – asbpssg.org

MARITAL STATUS AND ALLOCATION OF PARENTAL RIGHTS AND RESPONSIBILITIES

Please inform us when there is a current separation, a pending divorce, a shared parenting agreement, a modification of custody status, and/or any other information regarding the child's family situation. Parents are required to provide this information immediately in the form of a **valid** and **current** court order or other legal written documentation that is signed by both parents. Our goal is always to support your child with whatever changes that may be occurring.

NON-DISCRIMINATION POLICY

It is the policy of Academy of St. Bartholomew to admit students of any race, color, religion, national or ethnic origin, or with dis/abilities to all the rights, privileges, programs and activities available at the school. We do not discriminate on the basis of race, color, sexual orientation, ethnic or national origin, or dis/abilities in the administration of our educational or admissions policies, scholarship or aid programs, not in employment of staff.

RELEASE INFORMATION AUTHORIZATION

Forms for release of specific information, including photos, is included in the yearly family packet and must be signed and returned by a parent or guardian.

ADMISSION AND READMISSION

Admission and readmission are on an annual school year basis. The admissions' policies of the Academy of Saint Bartholomew are in keeping with pupil acceptance regulations of the Diocese of Cleveland. Preference in registration/admission is given to families who are registered parishioners of Saint Bartholomew parish or those families having a sibling(s) currently enrolled in the school. A parishioner is a person who is registered, attends Mass every weekend, and who contributes regularly to the support of the parish as evidenced by the weekly use of the Church envelopes. Admission will be open to families from parishes that do not have a Catholic school after the parishioner/sibling registration.

In all cases, admissions and readmission of students to the Academy will be made only in those cases where the child's needs can be met. Enrollment for all students is for one school year and may be reconsidered for the following year for academic, attendance and/or behavioral reasons. This determination will be made by the principal and pastor. Completion of all financial responsibilities as stated in the tuition agreement must be met or special arrangements with the pastor must be made prior to readmission.

At any time a student may be placed on academic and/or behavioral probation. If for any reason the student does not comply with the probation contract, his/her parents/guardians will be asked to withdraw him/her from the Academy of Saint Bartholomew. **All new students are accepted on a probationary basis for the first interim period or longer if necessary to assess whether or not the school program will best support the student's learning and development.**

APPLICATION FOR NEW STUDENTS K – 8

1. Registration for kindergarten students occurs during the second semester along with re-enrollment of current students. Registration of new students in grades 1 - 8 will take place after the re-enrollment period. Acceptance for enrollment of students transferring from another school to the Academy of Saint Bartholomew is not final until a personal interview takes place with the student, parents and principal, a copy of the child's last report card is reviewed and approved, all registration forms and fees are completed, and transfer records are received.
2. In conformity with the State of Ohio Standards, a child must be five years old on or before September 30th to enter kindergarten and six years old on or before September 30th to enter first grade.
3. Students applying for admission into kindergarten are screened. One parent/guardian is required to accompany the child to the screening. There will be a mandatory Kindergarten and Preschool Orientation in August, prior to the start of the school year for parents/guardians of students accepted and enrolled into the kindergarten program.
4. Needed for Registration: baptismal certificate, birth certificate, and health records which include immunization record

CONFIDENTIALITY STATEMENT

Academy of St. Bartholomew and its employees shall treat student educational and health records as confidential records, and are prohibited from providing such records, or disclosing their contents to third parties and/or school or Diocesan employees, except to the extent that such employees require access to the information in order to discharge their job duties, and except as previously authorized in a written consent to such disclosure, signed by a parent, or (in the case of a student who is at least 18 years of age) the student, as mandated by sufficient legal process. An employee's violation of this policy may result in the imposition of discipline, up to and including termination.

TRANSFERS AND WITHDRAWALS/SCHOOL RECORDS

Should you change your place of residence within the parish, please send your new address and telephone number to the school office and to the homeroom teacher.

If you are transferring your child to another school, you must sign a Release of Information Form so that your child's records can be sent to his/her new school. Upon receiving the signed records release form and when all financial obligations have been met, the records will be mailed directly to the new school. This policy is stated on the Tuition Agreement Form signed by the parent(s) when the child is registered. Records are never given to a parent to take with them. Records will be released when all obligations to the Academy are met.

Students who transfer to another school for reasons other than moving out of the Middleburg Hts. or surrounding suburban areas will not be readmitted to the Academy of Saint Bartholomew that same school year unless agreed upon by the principal and pastor. Any request for a future readmittance to the school will follow the specified admission guidelines for a new transfer student.

Students transferring into the Academy need to sign a record release from their previous school requesting their records be sent to the Academy of Saint Bartholomew. In the case where no such form is available, one can be provided to you from the Academy office. **Any and all acceptance to the Academy of St. Bartholomew will be on a probational status upon review of any and ALL school records transferred.**

PRESCHOOL PROGRAM

The Academy of Saint Bartholomew has an accredited Preschool Program offering classes for 3-year-olds who have mastered self help skills, and a 4-year-old - Pre Kindergarten. PreK classes are five full days per week and follow the school day hours.

EXTENDED DAY CARE PROGRAM

Care is provided before and after school starting with the first day of school and ending on the last day of school. The program includes recreational and study times, as well as a snack, depending on the time frame of care. Families need to register for this program. Information can be obtained by calling the school office. School policies, including the timely payment of invoices, Code of Conduct and discipline measures are applicable during the time a child is using the Extended Day Care Program. **If a student violates the Academy of St. Bartholomew Code of Conduct while in our after care program, said student will no longer be allowed to attend after care until further notice as deemed by administration. This is non-negotiable.**

Fees for this program are kept at a reasonable level and are reviewed annually. A maximum enrollment on any given day, for each session is 60 students. The children are supervised by Day Care employees while they are at after care. **Fees can be paid directly to the school office or given to the Day Care Coordinator within one week or receipt of the billing invoice. All fees owed for the program must be paid in full before the end the quarter in order for your child's report card to be relinquished.**

A weekly report will be given to the administration showing the current balance on all Day Care accounts.

If the account is overdue, the family will lose the use of the extended Day AfterCare until the balance is brought current. All delinquencies will be added to the tuition bill and school policy regarding finances will be followed. If there are any families who are consistently delinquent in paying their After Care bill, the matter will be forwarded to the parish bookkeeper and pastor for their action.

FINANCES

The Academy offers two methods of tuition payment. The prepay method requires payment in full by June 1st or the monthly payment plan that automatically deducts through electronic transfer from your checking or savings account beginning July 1st and ending April 1st. All tuition financial information is given to parents at the time of registration. Delinquency in tuition payments may result in holding the current or last quarter's report card, school records, or the inability to register their child(ren) for the next school year.

Delinquency in tuition payments for current 8th grade students will result in holding the transcript for high school application or registration, diploma or the exclusion from graduation activities. Any family not making regular payments by the end of the first semester could be asked to enroll their child/children in another school.

All financial obligations to the school must be met before a student can be registered for the next school year. If there is a circumstance that prevents a family from being current in their tuition payments, special arrangements need to be made by contacting the pastor or principal. In order to obtain additional financial aid from the parish a Smart Aid form must be completed and submitted to the processing agency.

As stated in the Admissions and Readmission Policy, preference in registration is given to parishioners and siblings. A parishioner is registered in the parish of Saint Bartholomew, regularly attends Mass, (weekends and holy days), contributes regularly to the support of the parish as evidenced by the use of the church envelopes. A parishioner contributes their time and talents in supporting school fund raising efforts and volunteers service time. These families will receive tuition aid from the parish. Family attendance at church will be monitored at the start of each semester by means of church envelopes. If for some reason the family no longer meets the definition of parishioner, their tuition payment status will be changed for the next semester or following school year.

Registration starts in February, and forms are expected to be handed in on time. Late registrations may necessitate a late registration fee. This disrupts the planning process for the new school year. Parents need to be sensitive to the workings of the administrative office. If there is a difficulty in paying the registration fee on time, the principal needs to be informed.

Any payment returned for NSF will incur a \$25.00 fee.

ATTENDANCE

Children between the ages of 6 and 18 are required by law to attend school punctually and regularly.

Regular attendance in school is compulsory according to State Law (Ohio Codes 3321.01 and 3321.03). Irregular attendance is investigated and reported to the proper authorities. Parents and students must accept FULL RESPONSIBILITY for regular and punctual attendance. Excessive absence and tardiness interferes with the learning process and the student's academic achievement.

SCHOOL HOURS: 7:50 A.M. - 2:25 P.M.

- **Individual transportation departments publish their bus schedule and notify their residents directly. If there are changes in the pickup or drop-off point, please notify the transportation department in your district of residence and the school office.** Please include the time frame this change covers.
- Students arriving by car or bus will be dropped off at the rear school entrances where they are to enter the school through Door D and proceed to their designated classroom.

Students being transported by car to school can start arriving at **7:30 a.m.** to avoid the bus traffic. Teachers will be supervising the arrival of the bus students, on a daily basis, starting at 7:30 a.m.

- Students are to enter the building through Door D and respectfully and prepared to learn.
- Students walking home or riding bikes will be dismissed first. All students walking home or riding bikes will exit the building via the east side back school doors and will be under the supervision of a teacher. Bus riders will be dismissed at 2:20 p.m. and a teacher will escort the students to the bus. Car riders will be dismissed at 2:25 p.m. and escorted to the church parking lot by the teacher on duty.
- Children being dismissed earlier, on rare occasions, are to be signed out from the school office by their parent or authorized person picking them up.
- Please do not remove your child from the bus or car rider line without notifying the teacher on duty or signing them out. This can be very dangerous.

DAILY SCHEDULE

7:40 a.m.	First Bell - homeroom teacher starts to lead students into the building.
7:50 a.m.	School day starts - children are tardy if they arrive after this time, unless it was due to unforeseen circumstances in bus transportation.
7:55 a.m.	Public announcements will be made and the school community will join in prayer.
8:00 a.m.	Start of 1 st period classes.
10:50 a.m.	Start of first scheduled lunch (17 min.) & recess (20 min.) (Grades K – 4)
11:20 a.m.	Start of first scheduled lunch (17 min.) & recess (20 min.) (Grades 5 – 8)
11:40 p.m.	Completion of lunch/recess
2:10 p.m.	Dismissal warning bell
2:15 p.m.	End of day announcements
2:20 p.m.	Dismissal for walkers and bus riders
2:23 p.m.	Dismissal for car riders

CAR RIDERS

All vehicles are to be parked in the church lot, directly behind and next to Saunders Hall area. All parents or guardians must come to the sidewalk area that is coned off to pick up their child – regardless of age- at dismissal time. Please refrain from bringing any pets out of your vehicles. No child will be dismissed until the parent or guardian is physically present in the sidewalk area. Students and parents are to then go directly to their vehicle and not linger in the drive path or sidewalk area. This presents a very serious safety concern. Please remember busses will be leaving the parking lot area. Once the child/children are released to the parents/guardians responsibility for the child's/children's safety is then assumed by the parent/guardian. Your cooperation and concern for the safety of all the children is appreciated.

All children who are being taken home by car need to be picked up on time after the regular school day, student council meetings, co-curricular activities, tutoring, etc. Children who have not been met by their parent or guardian will return to the school office on regular school days. If after 10 minutes of the designated dismissal time your child has not been picked up and you have not notified our office of being late, your child/children will be taken to the After Care program. There is a fee for the use of this Program and you will be billed accordingly. Children that are not picked up on time after student council meetings, choir, art club or other co-curricular activities will go directly to After Care and be charged a fee for the use

of the service.

TARDINESS

Since tardiness interferes with the child's progress in school and disrupts classroom teaching, parents are requested to see that their child cultivates the habit of punctuality. A student will be considered tardy if he/she comes to school after the 7:50 a.m. bell. If tardiness is due to problems with the bus transportation, your child/children will not be marked tardy on their attendance record. If the student is experiencing difficulty in academics or social behavior as a result of being tardy, a conference will take place to devise a plan for improvement. Chronic and habitual tardiness is contrary to the mission of the school and is in direct violation of the Educational Neglect Bill (Senate Bill 181). Excessive tardiness will result in disciplinary action.

APPOINTMENTS

Medical and dental appointments should be made outside of school time if possible. A written note must be presented to the office if the student/s is to be excused for an appointment during the school day. Students must be picked up in the school office by the person specified in the note, sign the child out when leaving, and signed in upon return. A medical and or dental "excuse" (from the doctor or dental office) must accompany the student the next day.

REPORTING ABSENCE

If a student is absent, state regulation requires parents to notify the school office by phone to report the absence (440) 845-6660, EXT. 14 Absent Line. Your child's absence needs to be reported to us **before 8:50 a.m.** The office secretary will call parents of an unreported absentee after that time, and if unable to contact the parent at home, a call will be made to their place of employment or to the emergency notification designee on the student's emergency contact card.

Parents may call the school office as soon as they know that the child is ill and leave a voice message. Please leave the following information: student's name, grade, nature of illness, and name of person leaving the message. All school work should be made up following the absence. School work can be requested to be sent home via another student after the first day of absence or picked up by the parent on the second day of illness. It is your child's responsibility to request absent work from their teacher upon return to school. Make-up work should be done in a timely manner with a due date no later than three days after returning to school (discuss this with the classroom teacher). Orthodontist and medical appointments are considered excused absences if the student is present for a greater portion of the school day.

A written note explaining the nature of the absence needs to be sent to the school office when any child returns to school after an illness or when absent more than two days. If the illness was contagious in nature, a note must be sent into or faxed to the school, from the physician stating that the child is no longer contagious. School FAX NO.: 440-845-6672.

VACATIONS

Each Spring a calendar of the following school year will be sent home. If a family vacation cannot coincide with the scheduled school dates, the principal and respective teacher need to be given written notification of your child's absence from school. Please do not schedule any vacation time during the three sessions for our MAP tests during the months of September, January and May. Missed school work will be provided when the student (s) return to school. Students will need to have all missed assignments completed within 5 days of their return to school after time taken for vacation not specified on the school calendar. It is the COMPLETE RESPONSIBILITY of the student(s) and parents/guardians to contact the teacher, upon returning to school, regarding school work missed and to see that assignments and work are made up. Any assignments not completed in the time specified, will be deducted from the grade. If family vacations are scheduled toward the end of a quarter, report cards could be delayed or marked as incomplete until work is completed.

COMMUNICATIONS/EMERGENCY INFORMATION

HOME/SCHOOL COMMUNICATIONS

Communications coming from the school office, monthly calendars, school work, etc. will be sent home in

your child's "Thursday Folder". Please remember to return the Folder to your child's teacher the following school day. A "Thursday Folder" is used at all grade levels. Family information will go home with the youngest or only child in the family in their "Thursday Folder". Families must register for Progress Book and will be able to access the monthly calendars and additional pertinent information from our web site. To gain access, the family must register for this free service through the school and have a password.

FACTS will be our communication for grade, assignments, and all other information pertaining to enrollment.

TEACHER'S CLASSROOM NEWSLETTER

Many of our teachers publish monthly newsletters that update the parents on topic areas that are being studied, special projects, etc. as they relate to the child's classroom. Information will also be on FACTS.

EMERGENCY AND MEDICAL INFORMATION FORMS

Emergency forms issued to the parents are to be updated in case of changes in home address, telephone number or place of employment telephone number. Changes through the course of the year must be reported to the office. These cards are kept on file in the school office for emergency use.

Emergency and Medical Forms must be on file in the school office and clinic by the end of the 1st full week of school. **Your child could be denied entry into the classroom until these forms are on file.**

EMERGENCY CLOSING PROCEDURES

In the event that an emergency closing of school is necessary due to inclement weather, the Academy of Saint Bartholomew will follow the decision of the Berea City School District. Parents will receive a phone call and/or text message from School Messenger or you may listen to radio and TV for the announcement that: Berea City Schools are closed OR Academy of Saint Bartholomew is closed. If school is not in session for any other emergency reason, the TV and radio stations will announce that the Academy of Saint Bartholomew is closed. If an emergency occurs during the school day, students will be supervised by school staff until parents are contacted.

GENERAL SCHOOL POLICIES AND PROCEDURES

USE OF THE TELEPHONES

Students are not permitted to use the office phone, a cell phone or the phones located in classrooms during the school day. In the case of a SERIOUS NEED, students will report to the school office and the principal or school administration will place the call home or to the parent/guardian's place of employment. Cell phones are not permitted to be used in school or on school property during school hours without permission of a supervising teacher.

CELL PHONE POLICY

Cell phones are not permitted at The Academy of St. Bartholomew for students. If a family deems it is mandatory for a child to have a cell phone, that cell phone must be turned into the office and picked up at dismissal. If a cell phone is found on a student, in their locker, etc, during normal operating hours, that student will be suspended in violation of the cell phone policy of The Academy of St. Bartholomew. Classrooms and the office are equipped with phones that students may use with faculty and staff permission.

INTERRUPTIONS IN THE SCHOOL DAY

Parents are not to call a student from the classroom or to interrupt the teacher during school hours. Messages concerning doctor's appointments, transportation, and similar situations should be given to the child before he/she leaves home in the morning. In an emergency, a message to an individual child could be given to them through the school office.

BIRTHDAYS/PARTY INVITATIONS

When a child is celebrating a birthday, a treat may be distributed to the students at the classroom teacher's discretion. We suggest that for sanitary reasons the treats be individually wrapped. Children whose birthday falls during the summer months may celebrate at a time assigned by the classroom teacher. Please check with your child's classroom teacher for any possible allergies students might have to particular food prior to sending in the treat. Party invitations, of any type, cannot be distributed during class time or at school. This is a sensitive issue for many children; therefore, please mail invitations. A student's address and phone number may be located in the Parent Directory, if the parents approved its publication, and will

not be given out through the school office.

CONTACTING SCHOOL OFFICE AND TEACHER

Phone messages to the office for faculty and staff will be accepted from 7:20 a.m. to 2:35 p.m. Your call will be returned within 24 hours. School personnel are able to return phone messages before and after the school day, and during planning periods, which do not necessarily occur each day. Phone messages can be sent, any time of the day, directly to your child's classroom teacher by using the teacher's voice mail extension. Each individual teacher will make their extension and e-mail address known to you as well as the time their messages will be retrieved each day. If you have not received a return call within 24 hours, please call back and leave a follow-up message via voice mail to the teacher or the school office. Teachers and staff can also be contacted via e-mail. Extensions and e-mail addresses will be published in the School Directory. Notes may also be sent to the teacher via your child. Please do not call the classroom teacher to notify them of your child's absence. This information needs to go to the school's absent line (440) 845-6660, EXT. 14. The school office is opened daily from 7:30 AM to 2:45 PM.

FIELD TRIPS

Field trips are recognized as an integral part of a sound educational program and can provide a valuable addition to the classroom curriculum. Notification of a forthcoming trip, fees, and transportation information will be sent home prior to the field trip date. Each class strives to take two educational trips each school year. Signed permission forms **must** be on file prior to the trip for each child. The school will provide all necessary forms to be signed by the parent(s) or guardian. Only parents who have attended a Virtus session and are BCI fingerprinted will be asked to volunteer as chaperones if so needed. Students are expected to meet the school academic and behavioral standards in order to participate in the privilege of a class field trip. If a child's mobility is compromised in any way (on crutches etc.) the decision will be made by the administration for safety reasons, as to whether the child may attend the field trip or not. The principal and teacher always reserve the right to determine who attends the field trip.

HOT LUNCH/MILK/BEVERAGES:

The Academy of Saint Bartholomew takes part in the Diocesan Hot Lunch Program. Hot lunch is provided on a daily basis at a reasonable cost for students choosing to order a hot lunch. Forms are sent home and payment is made each month for the entire month. If payment is delinquent through checks having insufficient funds, lunch orders will then only be accepted with cash payment. Additional information regarding this program and on how to order is sent home the first week of school. Students not ordering through the Hot Lunch Program need to bring a "brown bag lunch" or lunch box. The school office will not be responsible for taking lunch orders over the telephone. Any changes or additions to the lunch order must be made directly with the cafeteria manager.

Complete meals are not always available in the school cafeteria, but if a child forgets his/her lunch, some type of lunch will be provided. During the first and last week of school, students will need to pack a brown bag lunch including their beverage. **NO GLASS BOTTLES, PLASTIC BOTTLES WITHOUT A SAFETY SEALED SCREW ON OR PULL TOP, OR CANS ARE ALLOWED** to be brought to school. Juice boxes are appropriate. **Energy drinks** typically containing caffeine or other stimulants are **prohibited** during the school day or any school related functions.

Junk food that provides no nutritional value are highly discouraged as snacks or lunch.

RECESS

All students participate in lunch recess. Generally, all students well enough to attend school are well enough to have recess. Recess and lunch time is supervised by parent volunteers, a certified teacher, or a teacher-aide. A list of rules is posted and made known to the students along with periodic reminders. Parent volunteers need to comply with the lunch and recess time policies and procedures. The safety of all our students is a major priority, therefore the children are expected to follow the rules and act respectfully towards peers and to all adults supervising them. Regulation playground equipment is available for use during recess time. No balls, toys, jump ropes, etc. are to be brought from home. Lunch and recess rules are posted in the Cafeteria and at the entrance ways to the school yard. School policies, expectations, and consequences are applicable during lunch and recess.

SENDING MONEY INTO SCHOOL

Please make certain that any money sent to school, whether it is a lunch or milk order, book order, mission

collection, field trip, etc. is placed in a sealed envelope with your child's name, grade, and reason written on the envelope. The envelope should be handed in to your child's teacher. Part of the teachers' daily morning routine consists of asking the children whether they have any notes, envelopes, or other items to hand in to the teacher or school office. Please advise your child what to do with any items you may give them.

SAFETY ISSUES

FIRE, TORNADO, RAPID DISMISSAL AND SAFETY DRILLS

The school is required by law to conduct fire, tornado, and safety drills during the course of the year. All students and adults in the building must follow the posted regulations.

VISITORS or PERSONS ENTERING THE SCHOOL

For the safety of students and staff, all visitors and persons coming into the school must report to the **SCHOOL OFFICE** to sign in and/or make their presence known. A school security system with cameras is in place out of concern for the safety of our students and staff. Lunch time or classroom volunteers will be buzzed in after they are identified on our security monitor. If a person does not report first to the school office, he or she is considered to be trespassing on school grounds, and it is the right of the administrator, teacher, or other school/parish employee to request that he/she leaves. The police will be notified if the request is refused. All school entrance doors are locked during the school day.

BUS

Students are to follow the rules as stated by the local school board regarding conduct on the bus. The bus driver is responsible for the discipline of the children while on the bus. If repeated misconduct is shown by the student while on the bus, the school administration will work cooperatively with the local transportation department to resolve the discipline problem. Students may only ride a bus in their own district. To change within the system, a note of request is required from parents. **Please contact your district's Transportation Department for information regarding the procedure and requirements.**

SEARCHES OF SCHOOL PROPERTY

All property of the school, including students' desks, lockers and their contents, may be searched or inspected at any time without notice. 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.

SEARCHES OF STUDENT'S PERSON AND PERSONAL PROPERTY

The search of a student's person or handbag currently being carried is permissible when there is any suspicion that the student may be carrying contraband. Contraband, for purposes here, shall be defined as any weapon, illegal drug, drug paraphernalia, nicotine, vape and or other item, the possession of which is prohibited by law or by school policy. No book bags, purses, or other items other than books will be carried by the students when switching classes without the direct and unanimous permission of the teachers at that level in accordance with school policy guidelines.

GENERAL SCHOOL SAFETY, TRAFFIC PATTERNS, SECURITY RECOMMENDATIONS

Fire, traffic, and personal safety education is available to our students through grade wide assemblies sponsored by the Middleburg Fire and Police departments. The local public school transportation departments will inform the students riding the bus of the safety procedures in place. Bus evacuation drills are conducted by the bus drivers.

It is recommended that access to the school building(s) be limited to doors that can be monitored. School exits should never be propped open by anyone at any time, locked, chained, or blocked in such a way as to impede exit during school hours. Notes posted at entrances instruct all visitors to report to the school office before making any other contacts in the building.

Parents are asked to follow the traffic pattern when driving their child to school and drop off their child(ren) anywhere in the coned in area, at the rear entrance of the school. **This area is a NO PASSING ZONE. Upon dismissal parents need to park their cars in the church lot and remain parked until all students**

are safely in the cars. Parents are asked to escort their child to the car as a safety precaution. Parents: PLEASE DO NOT PULL OUT OF THE DRIVE WHILE ANY CHILD IS ENTERING A NEARBY CAR. SAFETY FOR ALL STUDENTS IS A MAIN CONCERN.

RELIGIOUS EDUCATION

Formal religion classes are held daily for a twenty to forty minute period dependent upon grade level. The atmosphere of a Catholic school reflects the spirit of Christian Catholic life and learning. Religious education is carried on throughout the entire curriculum by the staff along with the continued efforts to instill Gospel values in the context of interpersonal relationships. Diocesan guidelines are followed as to the courses of study. All teachers, in compliance with the guidelines of the Office of Catechetical Formation and Education, hold some form of Religion certification.

SACRAMENTAL PROGRAM

Parents whose children will be celebrating the sacraments of Eucharist, Reconciliation, and Confirmation are required to attend preparation meetings. These preparation meetings are facilitated by members of the pastoral staff. The parish's pastoral staff will communicate directly with the parents on the format of sacramental preparation and work collaboratively with the principal and teachers in preparing the students for the sacraments.

LITURGICAL AND PARALITURGICAL CELEBRATIONS

The students in grades 3 - 8 attend the Sacrament of Reconciliation as a school community during the first semester of school and when possible throughout the school year. In accordance with the Church year, the students will participate in Mass on Holy Days and on special feast days. Students participate in prayer services, stations, rosary, Bible reflections, meditations, classroom retreats, etc., throughout the year. These liturgies and prayer celebrations are noted on the monthly calendar. Parents are invited to attend.

CURRICULUM AND INSTRUCTION

The goals and objectives of each subject are taken from the Diocesan Graded Course of Study. These courses of study are approved by the State Department of Education of Ohio and are in compliance with the Minimum Standards for Elementary Schools as set by the Ohio Board of Education. The instructional time allowance is followed as proposed by the Ohio Department of Education. Textbooks and educational materials are selected so as to support the Graded Courses of Study prepared by the Office for Catechetical Formation & Education, Diocese of Cleveland. These courses of study are reviewed and updated in a timely manner by the above mentioned and the State Department of Education of Ohio.

TEXTBOOKS/SUPPLIES

Textbooks are chosen from an approved list. Non-consumable texts, math, science, and language arts workbooks, are purchased with state funds while all other texts, workbooks, religious education materials, and instructional supplies are purchased by means of the educational fee. All students are required to have a book bag. All textbooks are to be collected at the end of the year and if a textbook has been defaced it will be the responsibility of the family to replace "said" textbook (s).

HOMEWORK

The purpose of homework is to supplement and further aid student learning by reviewing what has been covered in class. It can provide practice or an opportunity to use research skills and is an integral part of the learning process. Time allotment for homework depends on the type of assignment and the age and grade of the student. Individual differences should be considered as well as study habits and atmosphere for study; therefore, students need a quiet place at home to study.

TECHNOLOGY LAB AND LIBRARY

The Library and Computer Lab comprise a state of the art 21st century learning environment for student enrichment, remediation, and development in academic skills. Planning is done by the classroom teachers to integrate these resource areas into their curriculum plans and academic requirements so that all students can receive a broad based learning experience.

All library book fines need to be paid by the end of each quarter, or they will be billed to the parent on the tuition invoice. If books borrowed from the school library have not been returned as expected, the cost of the book will be billed to the parent. All fees must be paid by the last day of school.

TECHNOLOGY, PHYSICAL EDUCATION, MUSIC, ART, CHOIR, BAND AND SPANISH PROGRAM

The Computer, Physical Education, Music, Art and Spanish programs are an integral part of the school curriculum. Students will be assessed in these programs through written assignments, class discussions, participation, projects, quizzes and tests, etc. Therefore, all children participate in weekly TECH classes, Physical Education, Music, and Art instruction taught by certified teachers and all students in grades Preschool – 8th grade. Grades k-8th participate in a weekly Spanish program. Any student not participating in a Physical Education must have a doctor's excuse and will be required to complete an independent written assignment .

The Musical Theatre Arts teacher, with collaboration from the classroom teachers and Concert, Plays and Musicals. The Art teacher will display student work in and outside the classroom to be enjoyed by all. These are ways to evidence student growth in the Fine Arts Program. Assemblies and field trips are another means in which the arts curriculum is enhanced for the students.

The Physical Education teacher will organize a Field Day event held during the last month of school and, when appropriate, plan special fitness activities. Physical education classes are held in the gym and if appropriate, outside during good weather. Students must dress in the physical education uniform as stated in the Dress Code Policy in this handbook.

Title I Reading and Math

When funding is available, a certified teacher is available in the Learning Center to assist the teachers with students who need one on one help in specific language arts skill areas, on a short term basis. Referral into this program is initiated by the homeroom teacher and approved by the principal and other Intervention Assistance Team members. Teachers consistently use a variety of intervention strategies to assist in student learning, individual student tutoring being one of the many methods used. If these interventions are not working to the satisfaction of the teacher, in consideration of the child's ability, consultation with the principal, school psychologist, and parent will occur to determine the needs of the student.

TECHNOLOGY PLAN

A Technology Plan is on file in the school office. This plan will continue to be reviewed and updated during the school year as defined in our School Improvement Action Plan. The Technology Plan for the Academy of Saint Bartholomew takes into consideration and complements the school's goals and objectives that follow our vision to prepare students for the future in a Christian atmosphere.

CO-CURRICULAR ACTIVITIES

An orchestra and jazz band program is available during the school week for grades 4 thru 8. The program is self-paying for those who choose to enroll and is not directly operated by the school, but rather by an outside director.

Student Council representatives are chosen each spring for a one year term to plan service activities that encourage the participation of all students. The council is monitored by members of the teaching staff from the intermediate and junior high level.

Power of the Pen is for students in grades 7 and 8 who are creative and talented writers with a desire to expand and challenge their abilities. This is a competition based activity amongst Cleveland area and suburban schools, culminating in a state wide competition. Advisors for this activity are faculty members on the Language Arts Curriculum Team .

If enough interest is shown, the School Choir is available to students in grades 3 through 8 attending the Academy. Children are required to attend after school practices every other week starting in September until mid-May. The school choir will perform in two concerts during the school year.

An Art Club is available to students in grades 4 through 8. Meetings are held directly after school, twice a month. This activity is under the supervision of the art teacher.

STEM/Coding Club is open to all students in grades 4 through 8.
LEGO ROBOTICS CLUB-

YEARBOOK CLUB

Students in grades 7 and 8 have the opportunity to work with the faculty advisors on the Yearbook. Students will meet directly after school during the school year and need to hold good academic and conduct standing to be members.

DARE program is provided by the Middleburg Hts. Police Department to the 6th grade students during the second semester of the school year.

Altar Servers are recruited in the fall/winter of students in 4 through 8 who would like to partake in this ministry.

A Math Club for students in the upper grades 7 and 8 is under the direction of the jr. high math teacher and for students in grades 5 – 6 under the direction of their math teacher.

All 6th-8th grade students participate in a Science Fair. The students in grades 4 through 6 participate in a mini-science fair project during that same time period. This is part of their academic requirement.

In addition to the above mentioned activities, our students have previously entered into math competitions sponsored by the Council of Mathematics Teachers. The students in grades 6-8 participate in the Academy's Science Fair and go on to compete in local events including state competitions. They also take part in the Power of the Pen statewide writing competition. As a faculty and staff we are excited to offer these opportunities to our students, and hope they are motivated to join in them. From time to time we may be in need of parent volunteers to assist. When interest is shown, additional activities may be added.

STUDENT EVALUATION

A student's progress in each curricular area (religion, math, social studies, reading, English, spelling, phonics – primary grades, handwriting, science/health, computer, art, music, physical education, Spanish (grades K to 8) is monitored and evaluated on a daily basis. Teachers use a variety of methods to evaluate a student's progress. Evaluation can be, but is not limited to: class work, homework assignments, participation in class discussions and activities, Oral or written quizzes and tests, research papers, and projects. The student's assessment of Handwriting will be determined from all subjects. All written assignments and assessments must be legible and neat, as well as easily read by the teacher.

All projects and reports assigned to the students will have a rubric showing points given to specific requirements or skills being assessed. All tests and quizzes will be given a point value, graded and returned to the students in a reasonable amount of time. Homework, projects, reports, tests, quizzes, participation, and classroom assignments are categories listed in the teacher's grade book and the computerized grading program. A combination of these categories will be used for assessment to obtain a just determination of the child's mastery/understanding. Teachers will communicate with each other when scheduling major tests or projects.

A make-up test or quiz will only be given if approximately half or the majority of the students received a below average grade, C- or lower. The material will be once more reviewed or retaught in class before another test or quiz on the same topic is given. If a make-up test or quiz is given, the higher of the two grades will be used. Our goal is for our students to gain confidence in their ability to learn. (Growth Mindset)

REPORT CARDS

Report cards are issued four times a year and provide parents with tangible evidence of various aspects of pupil growth and development. The grading system is explained on the computerized report card itself. Parents are asked to sign and return cards promptly (within three school days).

The Grading Scale is as follows:

Grades 2 – 8: A+ (100-98); A (97-95); A- (94-93); B+ (92-90); B (89-87); B- (86-85); C+ (84-82); C (81-79); C- (78-77); D+ (76-75); D (74-72); D- (71-70); F (69 and Below)

Kindergarten and First Grade: S+ (100-93); S (92-86); S- (85-77); N (76 and Below)

Effort and Conduct: : Marked O, S+, S, S-, N or U

PLAGIARISM

Is defined as using another person's ideas and words without clearly acknowledging the source of the information. Plagiarism will not be tolerated, and a zero or "F" will be given to any essay, research paper, or project which violates this policy. A detention will also be issued.

PARENT-TEACHER and STUDENT LED CONFERENCES

Parent-Teacher conferences are mandatory at the end of the first grading period in grades k through 8. A second semester conference may be scheduled by the teacher and/or parent/guardian. Any other conference necessary to discuss academic or behavior concerns can be arranged as needed. All conferences can be scheduled with the teacher by making an appointment via phone or written request.

Parents should always consult a teacher before contacting the principal in all matters pertaining to the student's academic or behavior concerns. If the matter is not then rectified, the teacher and/or parent should consult with the principal for guidance. These conferences help the teacher and parents reach a mutual understanding regarding the students and their progress, strengths, and weaknesses.

Conferences

cannot be held between the hours of 7:45 am and 2:15 pm, when the teacher has the responsibility of the students in the classroom. All parental conferences with the teacher, principal, or pastor will be conducted with respect for all parties present.

STANDARDIZED TESTING

Standard tests are given in accordance with the Diocesan recommendations. MAP testing (Measures of Academic Progress) are given in September, January and May to students in grades K to 8. These tests measure a student's achievement level at different times of the year and compute growth.

The individual and classroom results in defined categories are considered confidential information. As applicable, parents will receive a printed report of their individual child's MAP test results. Please refer to your child's homeroom teacher for any additional explanation or assistance in reviewing the individual results.

KINDERGARTEN SCREENING

Before entrance to the Academy of Saint Bartholomew, incoming kindergarten students **may be** required to take part in some type of assessment screening along with an assessment of their pre-school reports. This usually occurs in March or April prior to the entrance of school.

PROMOTION AND RETENTION

Promotion is based on the satisfactory completion of the respective grade level work. In individual cases, additional school work during the summer may be advised if the principal and teacher, after discussion with the parents, determine it to be in the best academic interest of the student.

Retention is considered in individual cases after thorough discussion by the teacher, parents and principal. Consistent with the Ohio Revised Code it is the principal, after consultation with teachers and parents, who makes the final decision as to the promotion of students. (Secretariat for Education Policy 5116) Parents will be notified in due time if a student is being considered for retention.

AUXILIARY SERVICES

Through funds provided by the State of Ohio and Federal government for students attending nonpublic schools, the following materials and services **may be** available:

School Psychologist/Guidance Counselor
Intervention Specialist and various subjects tutor
Gifted/Enrichment Teacher

School Nurse and Health Aide
Speech Therapist
Title I Teacher

CODE OF CONDUCT AND DISCIPLINE

Academy of Saint Bartholomew students are expected to conduct themselves in a Christ like manner at all times. Enrollment as a student of the Academy of Saint Bartholomew implies the willingness of both parents and students to comply with the policies and regulations of the school. Children are expected, by their actions and their speech, to contribute to our goal of a safe learning environment by reinforcing the values of politeness, respect for themselves and others, courtesy, and self-discipline. Students must refrain from any action that may endanger their health or that of others, that may disrupt others from learning, that may show disrespect for other students or adults, or that may damage or destroy school or personal property.

Harassment, intimidation, or bullying behavior by any student/school personnel at the Academy is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. "Harassment, intimidation, or bullying," in accordance with HB 276 may mean any intentional written, verbal, graphic or physical acts including electronically transmitted acts i.e., Internet, cell phone, PDA's, or wireless hand-held device, either overt or covert, by a student or group of students toward other students/school personnel with the intent to harass, intimidate, injure, threaten, ridicule or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation or at any official school bus stop that a reasonable person under the circumstances should know will have the effect of:

1. Causing mental or physical harm to the other student/school personnel including placing an individual in reasonable fear of physical harm and/or damaging of students'/personal property; and
2. Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student/school personnel.

An act of misconduct by a student on school/parish premises or off school premises at any school sponsored activity, or when the school can be identified, shall constitute sufficient cause for disciplinary action. Disciplinary action includes, but is not limited to written or verbal warning, conduct referral(s), detention(s), suspension(s) and/or expulsion. Discipline may be administered by any teacher, aide, or substitute, or in the case of suspension or expulsion, only by the principal.

Discipline for any act of misconduct, bullying, aggressive behavior, use of foul language, etc. taking place during a parish sponsored sporting event will be determined by the coach, the parish's athletic association director and board, applying the guidelines set by that association. The Academy's guidelines for responsible behavior as listed can be used as a guideline for Christian behavior.

ALL Students are responsible for:

- Accepting responsibility for his/her actions.
- Showing respect for the members of the faculty and staff, volunteers of the school and parish.
- Taking proper care of books, desks, and other school property.
- Developing a basic attitude of thoughtfulness, consideration, and courtesy towards all.
- Knowing what behavior is expected and following the rules and regulations of the classroom and the school.
- Actively and attentively participating in class, assemblies and school gatherings.
- Completing and turning in all subject assignments on time in a neat, age appropriate manner.
- Showing proper respect in church, which includes singing, responding and being reverent and quiet at the appropriate times.
- Adhering to the dress code as stated in the handbook and always displaying a neat appearance.
- Refraining from using language of a profane or vulgar nature.
- Attending school regularly and on time.
- Reading the student handbook and discussing it with their parents.
- Following the rules of the Transportation Department of the city transporting the student.
- Behaving in a Christ-like manner.
- Refraining from use of any type of illicit substance.

Corrective Measures for Infractions:

Personal interview between teacher and student.

Communication with parents by telephone or note from the teacher.
Conduct Referral form sent home and to the school office.
Loss of minor privileges.
Issuance of a Detention (grade 3 starts in second semester: grades 4 - 8)
Any consequence that is listed on the child's Classroom Policies in regard to conduct
Conference with parents, teacher, and student.
Sending the pupil to the principal which may result in a phone call home.
Conference with parents, teacher, principal and student.
Conference with parents, teacher, student, pastor and principal.
Behavior contract for the student.
Suspension or expulsion from the school.
A request for psychological counseling may be in order at any time.

CLASSROOM POLICIES

Each classroom teacher will have a set system of implementing the school discipline policy. Parents and students are made aware of the specifics at the beginning of each school year during the Parent-Teacher evening held during the opening of the school year. Each teacher, which includes the music, art, Spanish, and physical education teachers, will establish classroom rules that complement the school philosophy and Code of Conduct. Students who disrespect and or do not honor classroom policies will receive consequences for their behavior choices. These consequences may be detention, suspension and or expulsion. There will be a no-tolerance policy for poor behavior by any enrolled Academy of St. Bartholomew student.

CONDUCT REFERRAL, DRESS CODE NOTICE, AND PROGRESS REPORT

Conduct Referral and Dress Code Notice forms are given for offenses and serve as a warning of inappropriate actions or dress for any student. *An example may be one of the following but not limited to based on the degree of inappropriateness:* disruptive behavior in class (excessive talking, disturbing other students through actions or noise), failure to follow the dress code policy (including the physical education dress policy), disregard for following recess and/or lunch rules (not remaining seated at the table while eating, excessive loud talking), missed assignments or late work on a habitual basis (habitual basis = weekly, or a maximum of 2 missed or late assignments in any given month, in any subject area or a combination of areas). A Progress Report may also be used as a means to notify the parent(s) of poor learning actions that are starting to take place.

A Conduct Referral or Dress Code Notice does not need to precede a detention. The action of the student determines the consequence. Conduct Referrals and Dress Code Notices should be signed and returned the next day to verify that the parent is aware of the infraction of school policy. Dress Code violations carry with it the expectation that the violation will be corrected. The signature of the parent does not signify agreement or disagreement, it verifies awareness of the infraction.

DETENTIONS - GRADES 3-8

Detentions are given to students in Grades 3-8 (grade 3 detentions start in the 2nd quarter) for disregard in following school policy. If a child receives a detention slip, the parent/guardian should discuss the infraction with the child, sign the slip and return the form to the homeroom teacher the next day. The Detention Slip is sent home to notify the parent of the child's inappropriate behavior and to advise them, not request permission, that the child will serve the detention on the Wednesday directly after the detention is given. The Detentions are immediately after school until 3:45 p.m. Parents are to make arrangements for their child's transportation home. Detention serving students will not have admission to the After Care Program. Detentions are given for more serious infractions. Prior to the issuance of any consequence, teachers and staff members investigate the situation, therefore, Detentions and other consequences for misbehaviors, policy infractions, etc. are not given unless warranted. If questions arise regarding the issuance of a detention, the parent/guardian needs to discuss the situation with the teacher or staff member who issued the detention slip. The principal will not revoke any detention given by another staff member.

As stated previously, enrollment of a child into the Academy of Saint Bartholomew implies the willingness of both parents/guardians and student to comply with the policies and regulations of the school. **Detentions are not to be taken lightly since they are the consequence for actions based on loss of self-control and disrespect for persons and/or property. Disrespectful behavior may be shown through gestures (non-verbal) or verbal comments.** Courtesy and good manners are required by all.

Detentions and/or suspensions are given for more serious disruptive or disrespectful behaviors that occur any time throughout the required school day, *such as, but not limited to:* disrespectful behavior toward another student, teacher, staff member or lunch monitor, bullying or any form of harassment, swearing/cursing at the person, refusal to follow school policy when reminded, physical contact with another in a *violent manner*, failure to comply with Acceptable Use Policy, repeated violation of lunch/recess rules, damage to or destruction of school or personal (another student's or staff member's) property (parents will be financially responsible for replacing all damaged or destroyed property); chewing gum during school hours or while on the school/parish campus; disruptions in the classroom, lunchroom, or other areas of the school/parish campus in an angry or violent manner, verbally or non-verbally; excessive talking in class; loud talking, yelling in the cafeteria at lunch or in the classroom during inside recess; consistent failure to complete or hand in class work; a negative/poor attitude that disrupts others through students actions.

ANY STUDENT ACCUMULATING 2 OR MORE DETENTIONS IN A SEMESTER WILL BE REQUIRED TO HAVE A WRITTEN BEHAVIOR CONTRACT AFTER A CONFERENCE IS HELD WITH THE PARENT, TEACHER, STUDENT, PRINCIPAL and as determined by the principal. THE CONFERENCE WILL TAKE PLACE DIRECTLY AFTER SCHOOL, BUT BEFORE 3:00 P.M.

SUSPENSION AND/OR EXPULSION

The principal has the right to suspend or expel a student from school for repeated violation of school policies or for any single major infraction taking place during the school day, school co-curricular activity, or school sponsored event, *which* may include but is not limited to the following:

Vandalism; theft; leaving school without permission at anytime; threat to another student, school employee or volunteer; peer harassment(bullying); intimidation of other students, teachers and staff members; sexual harassment or sexual violence; smoking, sale, attempted sale, use of, or carrying smoking materials; possession, use of, attempted use, sale of fireworks, knives, sharp (cutting) objects, firearms, beepers, stun gun, or other electronic devices; use of, possession of, attempted use or sale of, or transmission of drugs, tobacco, hallucinogenic, or alcohol related materials; use of, possession of, transmission of dangerous materials (or look-a-like materials) that are capable of inflicting harm (weapon), gun, objects designed to expel air, or gas; deliberate defiance or gross disrespect, physical acts of violence towards any student or adult to and from school; repeated acts of misconduct; any involvement to any degree in any gang, and any act that could seriously endanger the safety of others that the principal deems severe.

Disciplinary action will be determined by the pastor, principal and sponsoring organization chairperson when a child is identified as a student of the Academy participating in a parish sponsored activity, who commits a serious act of misconduct, that could jeopardize the reputation of the school and/or parish. The infraction may include the following: deliberate defiance, gross disrespect, physical act of violence towards any other student or adult or any act that could seriously endanger the safety of others.

If strong corrective measures are needed, the principal with the approval of the pastor/ecclesiastical liaison may employ suspension. The parents will be immediately notified regarding the reason and duration of the suspension. The pupil will be removed from the classroom setting until a conference is held that day with parents/legal guardians. The pupil will be given the opportunity to present the facts related to the case as he/she sees them. A suspension is the exclusion of a student from his/her class for a specified time, and can be in-school or out of school. The child may be required to do regular school work during the suspension and the family will be required to pay a regular substitute teacher salary for the person supervising the student during the suspension. The act of suspension or expulsion may exclude the student from any field trip occurring thirty days after the suspension takes place or any extracurricular activities that are connected to or sponsored by the Academy of Saint Bartholomew or parish organization during that thirty day period following the suspension. Before the student returns to regular class, a conference with the parent(s)/guardian(s), student, principal, teacher, and school psychologist will be held to determine the conditions of the student's return. A Behavior Contract and/or counseling for the student may be necessary as a condition of return.

The expulsion of a student is a serious matter and will be used only when absolutely necessary. The expulsion of a child is a serious matter and is ordinarily preceded by suspension until all facts are reviewed. Contact will be made with the designated diocesan person (legal office) when contemplating expulsion. Notification of the event will be made to the parents and pastor by the principal. A conference shall be held with the parent(s)/guardian(s), teacher(s), principal and pastor before expulsion.

After consultation, the principal and pastor will be the persons responsible for the decision to expel a student. This decision is the right and responsibility of the principal and/or pastor. In some cases, the principal and/or pastor may deem an action by a student so severe that it would result in immediate expulsion from school. All matters involved in any disciplinary action are confidential.

ELASTIC CLAUSE:

Because it is impossible to foresee all problems which arise, this clause empowers faculty and administration to take disciplinary action for any behavior which violates the spirit, mission, and philosophy of the Academy of Saint Bartholomew even though not specified under conduct and discipline. The guiding principle is to insure a safe, nurturing environment conducive to learning. The definition of what constitutes serious behavior is determined by the administration with assistance from Diocesan guidelines. The order in which steps are taken in following the school's disciplinary actions are determined by the administration and when necessary by a faculty member, as deemed necessary for the circumstance at hand.

POSSESSION OF FIREARMS/WEAPONS

Any student apprehended on school property in possession of a firearm will be reported to the Middleburg Heights Police Department. Parent(s)/legal guardian(s) will be notified immediately of this action. This policy includes, but is not limited to, any firearm, knife, deadly weapon, explosive or incendiary device or object capable of inflicting death or serious bodily harm, and designed or specifically adapted for use as a weapon. Firearms shall include any loaded or unloaded gun of any caliber or type, this prohibition also includes any pistol, rifle, or other device that uses air- or gas-propelled projectiles, or look-a-like to a firearm. For a complete copy of the weapons policy, please see the principal.

USE OR ABUSE OF DRUGS OR ALCOHOL

As educators in the church, we strive to provide a drug-free environment, and call ourselves to charity and compassion for the sick and concern for each student. We also recognize that we have an obligation to the majority as well as the individual welfare of our students and educators, and that a safe environment for learning must be provided. Alcohol and other drug-related activity endangers the ability to learn and teach; disrupts classrooms; threatens safety; contributes to a climate of fear and disregard for authority; and may put nonusers at risk of being involved (inadvertently) in illegal acts. Prevention programs have been and will continue to be implemented at all grade levels.

It is forbidden for any student to manufacture, distribute, dispense, possess, use, consume, attempt to use, or be under the influence of, any alcoholic substance, any intoxicating, visual or mental altering chemical or substance, or any narcotic drug, hallucinogenic drug, amphetamine, inhalants, barbiturate, marijuana, vapes or any other controlled substance, in the school setting, as defined by federal or Ohio law or rule. School setting includes any school building or any school premises; any vehicle used to transport students to and from school and school activities off school property during any school-sponsored or school approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the school.

Students who violate this policy will be subject to disciplinary procedures which may result in suspension or expulsion from school. While each student is expected to comply with the school's policies for Performance and behavior, school authorities may hold penalties in abeyance if students and their parents/legal guardians demonstrate willingness to seek appropriate counseling/assistance. Where violations of the law are involved, the local Middleburg Heights Police Department will be notified.

No alcoholic beverage or illegal drug-type substance will be used by any adult in the presence of our students or at any school or school organization sponsored event when students are present. The Academy of Saint Bartholomew will promote, enhance, and maintain a drug-free environment through prevention programs and enforcement of the drug and alcohol policy.

SEXUAL HARASSMENT/SEXUAL VIOLENCE POLICY

The Academy of Saint Bartholomew is committed to providing a safe, positive learning and working environment for everyone in the school. For this reason, and in keeping with the goals and objectives of Catholic education, the Academy expressly prohibits sexual harassment and sexual violence in the school

environment. This policy reemphasizes the personal dignity of the individual and fosters positive sexual attitude and respect for others. Examples of harassment include but are not limited to verbal or written taunting; bullying; intimidating; hostile or offensive conduct; jokes, stories, pictures, cartoons, drawings or objects which are offensive, tend to alarm, annoy, abuse or demean an individual or group.

Upon receiving a complaint from either a student or school employee, the principal shall discuss the allegation with the complaint-victim to obtain a statement of the facts. The complaint will be investigated promptly and action taken as deemed appropriate. Information regarding an investigation of harassment shall be confidential and those individuals involved in the investigation shall not discuss information regarding the complaint outside the investigation process.

For a complete copy of the Sexual Harassment/Sexual Violence Policy, please see the principal.

THREATS TO ANY ONE PERSON OR GROUP

A threat to do serious *harm or injury* to any individual will be taken seriously. The person hearing the threat should report it immediately to the principal or teacher. The matter will be thoroughly investigated. Legal Counsel will be sought from the Diocesan attorney and all directives will be followed. All matters and information gained during the investigation will be kept and remain confidential.

The student accused of making the threat will be kept under the supervision of a staff member or be kept in the principal's office. The parent of the child making the threat will be telephoned and asked to immediately come to the school. In the event that the directive warrants a call to the police, the parents of the student making the threat will be informed of that action. The student making the threat will be suspended and not be considered for readmission until a comprehensive mental health evaluation/risk assessment has been conducted by a psychiatrist/psychologist (Ph.D.). The evaluation shall comply with the provision of ORC 2305.51.

In the event that a child is identified as a possible victim either through verbal or written communication from the child making the threat directly to another child or staff member, the police will be called and the parents of the child receiving the threat will be notified. Counseling shall be made available to any child who is the recipient of the threatening behavior or who observed the threatening behavior if it is determined that such counseling is needed and parental permission is granted.

Readmission of the suspended student would be determined by the pastor and principal after the results of the mental health evaluation/risk assessments have been thoroughly reviewed. See Principal for complete policy.

All investigations of harassment, sexual violence, threats, violence, drugs, tobacco, weapons or other Code of Conduct violation are confidential to the extent possible, and those individuals, including parents and students, who are involved in the investigation shall not discuss information regarding the complaint outside the investigation process.

Bullying

Any subversive behavior that is prolonged and demeaning to the health and well being of students will be dealt with severely. The Academy of St. Bartholomew has a no-tolerance policy for any and all types of Bullying. Please see Bullying Policy. Administration has direct authority to investigate and impose punitive consequences on students who willingly violate The Academy of St. Bartholomew's Bullying policy.

HEALTH SERVICES

MEDICATION

This policy is effective for prescription and nonprescription medicines, including cough drops. If it is necessary for your child to take any medication during school hours for any length of time, please use the Request for Administration of Medication form provided to you at the beginning of the school year. Additional forms are available from the school office and are included in the Appendix.

The medication must be in the original container and have an affixed label including the student's name, name of medication, dosage, and time of administration. The form must be signed by a licensed physician and be kept on file while the medication is being dispensed. *NO MEDICATION WILL BE ADMINISTERED BY CLINIC PERSONNEL WITHOUT THIS APPROPRIATE FORM AND INFORMATION FOR ITS ADMINISTRATION.*

IMMUNIZATION

Students' immunization records must be up-to-date. According to Section 3313.671, on the 15th day after school entrance, it will be necessary to exclude all pupils from school who do not comply with up-to-date immunizations. The school nurse will check the records to make sure all students are in compliance with the immunization requirements.

CHILD CHOKING

Signs with directions on administering first aid for choking in both adults and children are posted both in the cafeteria and all classrooms.

CONTAGIOUS DISEASES

If you suspect your child has strep throat, lice, or other communicable disease, please contact your physician and the school office. Students should not return to school until they have been on medication for 24 hours.

When your child returns to school after an illness, please do not request permission for him/her to stay inside at recess due to the illness. If your child is too sick to go outside for this period, he/she is too sick to be in school. Please use caution and keep them home.

DISMISSALS DUE TO ILLNESS

During the school day, a child who is ill or injured and needs to go home, will wait in the school clinic until the parent/guardian arrives. Parents or the person listed as being responsible in a medical emergency will be called by the office and notified of the child's condition. The child will be picked up at the school clinic and signed out by the parent or other responsible party.

OTHER SITUATIONS

If your child has the unfortunate accident of a bone fracture or break which inhibits them from total mobility while in the school surroundings, a note from the physician treating your child is necessary. The note from the physician or emergency room doctor, if applicable, should clearly state the physical movements/actions your child should not partake in and for what time period. The physician's note and directions must accompany your child upon return to school, and the child must meet with the school nurse or health aide before returning to the classroom.

Parents will be notified by note from the clinic staff when their child was seen in the clinic for any complaint or injury. If your child has experienced any type of head injury, the clinic staff will call the parent or guardian at home to explain the degree of head injury. If the parent is unable to be reached at the home or at the first listed phone number on the emergency information card, a call will be placed at either parent's or guardian's place of employment.

If ever an emergency exists, due to any serious injury or illness of a child, 911 will be called, and the child will be transported to the hospital closest to the school. The principal (or other adult designated by the principal) in the parent's absence will stay with the child until the parent or guardian appears.

Wellness Policy

In compliance with the law required by the State of Ohio, Senate Bill 210, the Academy of St. Bartholomew has set in place the following Wellness Policy. We recognize that good nutrition and regular physical activity affect the health and well being of our students. We encourage parents and staff to support us by providing nutritious meals and snacks, as well as increased physical activity both during school and at home.

Nutrition education shall be included in the Health curriculum as designated by grade through the Cleveland Diocese Graded Course of Study. Parents and staff are asked to assist in implementing healthy eating habits by providing healthy snacks for school.

Physical education and instruction will follow the Cleveland Diocese Graded Course of Study.

Food Allergy Guidelines

If your child has an allergy to anything that may be consumed or brought to the cafeteria during lunchtime or snack time, please make the clinic aware by the first day of school. Below is a listing of the responsibilities set forth:

Parent Responsibilities

- a) Provide the school with up-to date information regarding child's allergy as soon as possible.
- b) Participate in developing an Allergy Action Plan with the child's doctor to be sent to the school nurse/health aide.
- c) Provide appropriate medical documentation and medication to the school nurse/health aide including the Allergy Action Plan and a current photo for proper identification.
- d) Communicate concerns to the school as those concerns arise.

Student Responsibilities

- a) Take as much responsibility as possible for avoiding allergens.
- b) Avoid trading or sharing foods.
- c) Wash hands before and after eating.
- d) Learn to recognize symptoms of an allergic reaction
- e) Promptly inform an adult as soon as an accidental exposure occurs or symptoms appear.
- f) Develop a relationship with the school nurse/health aide or another trusted adult in the school to assist in identifying issues related to the management of the allergy in the school.

UNIFORM POLICY AND DRESS CODE

Dress uniforms for every day wear are to be purchased from Schoolbelles. However, blouses, oxford shirts, and pants can be purchased at your local department or children's store if so desired, but must look like the style shown in the Schoolbelles' catalog. Schoolbelles is the uniform company used by the Academy of Saint Bartholomew and is located on the west side of Cleveland. The company has an excellent replacement policy and will exchange merchandise that is incorrectly sized for your child. A catalog is sent home with each registered child in the spring.

SCHOOL UNIFORM POLICY

All students are expected to dress and groom themselves neatly in well maintained, clean clothes that are outlined in the following dress code.

BOYS DRESS CODE

Pants: Grade K-8: Solid navy, black, or khaki colored dress twill or narrow wale dress corduroy pants worn with a brown, black, or navy belt if belt loops are on the pants. Pants must be worn at the waist. Elasticized cuffs or denim/jeans material or pockets below the regular pocket area are not acceptable.

Shirts: **Grade K-3:** Solid white, red, navy or light blue polo shirt with short or long sleeves
Shirts need to be tucked in at all times.

Grade 4-8: Solid white, red, navy or light blue polo shirt

After October 15- All boys in grades 6-8 will be required to wear a shirt with a tie.

White or light blue shirt.

(in the event a student is unable to wear a tie due to specified reasons, please contact the principal and or homeroom teacher.)

BELTS- Belts must be worn in grades 3-8.

No colored t-shirts may be worn under shirts, solid white undershirts are allowed.

Necktie: Grade 6-8: Solid color necktie or a design in GOOD TASTE. Holiday or sport team ties in GOOD TASTE can be worn as appropriate to the season. Boys top shirt button must always be buttoned under the necktie. Bow ties are not considered neckties.

Sweater: Long-sleeved crew neck pullover or cardigan sweater or sleeveless v-neck pullover (vest) in a solid red, navy, or hunter green color may be worn over the proper shirt.

The logo sweatshirt may be worn in lieu of a sweater or vest, over the proper shirt.

(Not to be worn on Mass days)

Shoes: Leather or suede shoes are acceptable in brown, black, or navy in the style of loafers, oxfords or boat shoes with scuff resistant, non-marring soles. Heels should be no higher than one inch. Laces must be tied and the same color as the shoe. NOT ACCEPTABLE as school wear are: sandals, high tops, boots or boot-style, canvas or corduroy, black athletic shoes, athletic shoes worn for physical education. No cleats are permitted on any type of shoe.

Socks: Solid navy, black, white, or khaki colored socks can be worn. No argyle or other patterned dress socks are permitted. Spirit wear socks may be worn on Friday.

Jewelry: No jewelry of any kind nor bracelets are acceptable. One non-beeping wristwatch is acceptable. Necklaces are limited to one (1) religious type only (medal or cross), but are not to be worn on gym days. The teachers have the right to ask for the jewelry to be removed if it is distracting from student learning. No body tattoos, body jewelry of any kind is acceptable.

Hair: Hair is to be clean and neat and worn in a conventional, conservative style at all times. Length is to be above the shirt collar, eyebrow, top of the ear and cannot be long enough to be pushed behind the ear. No shaved hair styles are allowed. No dyed, streaked, or highlighted hairstyles are permitted.

Some of, but not limited to, the inappropriate school hair styles for boys are: buzz designs, lines, steps, or other hair cuts/styles or dyed/colored hair is not permitted. No part of the head may be shaved, no symbols, signs, etc. may be cut into the hair. Students will have no more than 72 hours to correct any inappropriate hair style.

If chap stick or lip ointment is brought to school it must remain in the child's book bag and can not be applied during class time. No aerosole spray cans or bottles of cologne may be brought to school.

GIRLS DRESS CODE

Uniform: Regulation uniform jumper and skirt are to be purchased from Schoolbelles. There are two jumper and skirt styles to choose from. These are shown in the Schoolbelles' catalog. Jumpers and skirts are to be no shorter than 2 inches above the knee, measuring from the front and behind of the knee cap.

Grade K-3: Tartan red plaid jumper.

Grade 4-8: Tartan red plain skirt with a button-down or v-neck pullover sweater vest.

Blouses: Grades K-3: Solid white button-down blouse with peter pan round collar with long or short sleeves. Blouses are to be plain, no embroidered collars, lace or puffy sleeves. (No polo shirts are to be worn with the jumper.) Polos can be worn in red, navy and white.

Turtlenecks in white, navy, red or hunter green color can be worn under the required plaid jumper by girls in grades K-3.

Grades 4-8: Solid white button-down blouse in oxford cloth with a button-down collar or broadcloth blouse with a pointed collar.

Polos with the banded bottom may be worn in red, navy and white.

No colored t-shirts may be worn under shirts, solid white undershirts are allowed.

Polo: Grades 4-8: ribbed bottom knit polo shirt with school logo purchased from Schoolbelles or Luna Team Shop, short or long sleeves red, white or navy, may be worn with the skirt or the pants. No colored or patterned undergarments may be worn if they are visible through the shirt or hang below the polo shirt.

Vest: Grades 4-8: Navy, red, or hunter green button down (available at Schoolbelles only) or sleeveless v-neck pullover sweater vest. (No cable or other designs.) Style as shown in the Schoolbelles' catalog.

Sweater: Grades K-3: Long sleeved crew neck cardigan in a navy, red, or hunter green color in the style as shown in the Schoolbelles' catalog. (No monograms on sweaters.)

Grades 4-8: Long sleeved crew neck pullover or cardigan in a solid color in red, navy, or hunter green and in the style shown in the Schoolbelles' catalog, may be worn over the uniform blouse or the polo shirt for Grades 7-8.

The logo sweatshirt may be worn in lieu of a vest or sweater over the uniform blouse.
(Not to be worn on Mass days)

Pants: GRADES K-8: Twill or narrow waled corduroy dress slacks in the colors of navy, black, or khaki can be worn during the colder months, November 15th through April 14th. A brown, black, or navy belt must be worn with slacks that have belt loops. Pants must be the style as shown in the Schoolbelles' catalog. The dress pants are not be 'skin tight'. No boot cut styles or jean styles can be worn.

When pants are worn, a sweater, vest or school logo sweatshirt must be worn to complete the dress uniform. Dress pants may be worn on Mass days.

Shoes: Flat leather or suede shoes in PLAIN black, brown or navy in the style of slip-on, loafer, oxford, boat shoe, as well as black and white or navy and white saddle shoes with no more than a one and a half inch heel and half inch sole or platform sole. Shoes with laces, must be tied at all times and be the same color as the shoe.

No sandals, mocassins, high tops, boots, boot style, canvas or corduroy, jellies, clogs, or dark colored athletic shoes are permitted. No colored or patterned shoe laces are allowed. Shoes NOT ACCEPTABLE as school wear are dress, such as worn for First Eucharist or holidays, or styles considered athletic wear. For safety reasons, no cleats are permitted on any type of shoe.

Socks and Tights: Socks may be crew (having more than a 3 inch neck), bobby or knee socks in solid white, red, hunter green or navy. Solid colored cable knit or opaque tights can be worn in cooler weather in the color of navy, red, hunter green or white. Spirit wear socks may be worn on Fridays.

Only one pair of socks or tights can be worn.

Jewelry: One (1) non-beeping wristwatch; only stud earrings are acceptable; one; and one appropriate small sized ring on one hand are permitted. Necklaces are limited to one-religious type only (cross or medal). For safety reasons and educational purposes no bracelets, no ankle bracelets, no charms on shoes, no dangling earrings, or more than one religious type necklace will be permitted. The teachers have the right to ask for the jewelry to be removed if it is distraction from student learning. No body tattoos or body jewelry of any kind is appropriate. Double pierced ears are not allowed.

Hair: Hair must be clean and neatly styled and not restrict vision (over eyes). Unusual, drastic hair cuts/styles (such as extension) or dyed/colored hair to any extent is not permitted. No part of the head may be shaved, no symbols, signs, etc. may be cut into the hair. No triangle scarves can be worn on the head. Only plain colored headbands and clips (navy, yellow, brown, gray, green, red, black or white) or Schoolbelles plaid are permitted. Students may be asked to remove hair decorations at the discretion of the teacher. Hair glitter of any kind is never permitted.

Students will have no more than 72 hours to correct any hair style or color infraction. School policy will be followed regarding the appropriate consequence.

Cosmetics: Cosmetics, of any kind, which include tinted lip gloss, mascara, eye shadow,

finger nail polish including french manicures or artificial (gel/acrylic)nails are not acceptable in any grade. Students will be sent to the restroom to remove all makeup and the clinic to remove colored fingernail polish. Artificial nails must be removed before returning to school the next day. If chap stick or lip ointment is brought to school it must remain in the child's book bag and can not be applied during class time.

HOT WEATHER UNIFORM

Walking shorts/hot weather uniform may be worn on Mass days. The shorts are to be worn at the natural waist and not below. No baggy shorts or underwear showing at any time will be allowed. **Hot Weather uniform expires October 15.**

ALL STUDENTS (BOYS & GIRLS)

Walking Shorts: navy or khaki dress walking shorts, as shown in Schoolbelles' catalog, will be permitted during the warmer school days starting with the first day of school until October 15 and then from April 30 until the last day of school.

Shirts: Solid white, navy, red or light blue short sleeved polo shirts.
No colored t-shirts may be worn under shirts, solid white undershirts are allowed.

Socks: Solid white or black crew style socks. All socks must cover the ankle and be visible above the shoe and not cover the calf.

Shoes: Predominately white or black gym shoes with non-marring soles can be worn only with hot weather uniform. No high or medium top athletic shoes. No colored laces or LIGHT UP shoes or heelys are permitted.

Dress Down Day Guidelines

Logo sweatshirts and Academy spirit wear in good condition may be worn.

Shirts: no inappropriate writing, no sleeveless or low cut

Pants: girls: bermuda shorts, basketball shorts (long) or capris may be worn Aug. to Oct., April to June.

boys: cargo style or basketball shorts - dates same as above.

Otherwise jeans must be worn – no ripped, skinny or torn jeans and no yoga pants.

Tennis shoes and crew length socks must be worn by all.

Jewelry, hair and cosmetic guidelines on p. 24 still apply on dress down days.

On dress down/dress up days, the option to wear the school uniform is always available.

PHYSICAL EDUCATION UNIFORM

The physical education uniform will be worn to school by the students in Grades K-8 on their assigned gym day. They are to wear the uniform in lieu of their daily dress uniform. As needed, parents will be notified of those dates via the monthly school calendar or newsletter. Luna Marketing are the suppliers for all the Academy of Saint Bartholomew's student uniform needs.

NOTE: The Academy of Saint Bartholomew monogram or logo must appear on all PE t-shirt clothing at all times. Shirts must be tucked in at all times while in classroom. Plain black shorts and sweatpants may be worn. NO adidas, reebok etc gym attire is permitted. No non-Academy sweatshirts are permitted in PE class.

ALL STUDENTS:

T-shirts: Red logo T-shirt purchased from Luna.

No colored t-shirts may be worn under shirts, solid white undershirts are allowed.

Shorts: Black monogram shorts from Luna Team Shop or plain black shorts and sweatpants in good condition.

Sweat Pants: Black sweatpants with school logo preferred and or plain black in good condition may be worn over gym shorts will be required for grades K-2.
Grades 3-8 may have plain black sweatpants in good condition on PE days.

Gym shorts and sweat pants are to be worn at the natural waist, not below it; by both boys and girls. Shorts and sweat pants are not to be worn so that the crotch area of the pants droops down in an overly emphasized fashion (the grunge look). Sweatpants are not to be worn over the athletic shoe heels. Shorts are not to be extremely tight or very short and should be long enough to cover the entire thigh area. At no time should underwear be seen.

Socks: Solid white or black crew style socks. (Crew socks are defined as having more than a 3 inch neck.)

Shoes: PREDOMINATELY WHITE OR BLACK athletic shoes with non-marring soles. Shoelaces should be solid white or black. No colored laces or LIGHT UP shoes are permitted. No high or medium top athletic shoes. Ankles must be visible at all times.

OPTIONAL FOR PHYSICAL EDUCATION CLASS:

Sweat Shirts: red logo sweatshirts from Luna Team Shop.

This Parent-Student Handbook may be modified at any point. In the event of a modification- communication will be sent to all families. Families are required to sign a consent of receipt of Handbook.

